

Sky Blue Bubble Zone, Level 1

First Aiders

Log Safeguarding or Health & Safety issues on the school system 'MyConcern'.

Class teachers referral system:
Email FITTEAM@swisscottage.camden.sch.uk

Call FIT Team on 150
In emergencies: use walkie talkie channel 4

Class Safety Measures

Classroom learning is within the classroom and in the allocated outdoor terrace/not in hallways.

Individual learning resources through pupil resource trays.

No sharing of resources across classes within the bubble zone.

Specific ROTA for your time in the allocated outdoor area—no 2 classes at the same time. If you see another class—please do not go.

Lunch ROTA identifies lunch location and time.

Timetable for zone specialist spaces confirmed by Laura and Matt. No use of classrooms, offices, or spaces that appear empty due to hygiene cycles.

Pupils have a range of allergies and medical needs. Read SIMS and all individual plans to ensure wellbeing and safety through personalised strategies.

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Zone Safety Measures

Walkie Talkie system for start of day pick up / end of day drop off to reduce #s in the hallways and stop cross bubble contact. Do not come before you are called.

Movement through the bubble zone needs to be communicated to classrooms in this zone. Only one class moves through the zone. Use your phones to coordinate that with other classes.

Staff admin area for photocopying, planning, assessment is located on each floor. Staffroom and linked 4th floor outdoor terrace available for lunch. No smoking outside of the school gates for this school or UCLA. No visitors or parents on-site unless scheduled by Senior Team.

Lockers for personal belonging storage.

We are a nut-free school.

Do not go to ICT Team, HR/Finance Team, Reception—use emails so that support or resources are prepared in advance.

Resources and Consumables Ordering

Order forms for resources and consumables are located on the Shared Drive. This includes PPE items like antibacterial gel, antibacterial wipes, and antibacterial soap.

Email finance@swisscottage.camden.sch.uk by Thursday at noon to get your resources and consumables delivered to you by Monday morning.

Resources and consumables will not be delivered during the school day and staff cannot pick up from the storage cupboards.

ICT and Building Referrals

Email the ICT team on:

techreferral@swisscottage.camden.sch.uk

ICT support is via email and issues will get resolved after the school day ends in the Classroom/office at a scheduled time. Do not call the ICT team because they cannot go into different bubbles during the school day.

Building or cleaning priorities: email the business team on:

bamreferral@swisscottage.camden.sch.uk

Only call reception if it is a health and safety issue with the building.