

Setting Up, Stewarding & Setting Down at WPA

Thank you for agreeing to act as steward for our services at Wantage Primary Academy. Here is a brief reminder of the duties this entails. Do please contact Richard Heenan or Andy White if you have any questions on, or suggestions for improvements to these instructions.

Set-up (PLEASE NOTE THE ORDER)

1. **Open up the school** (see instructions in separate user guide)
2. Put the **doorbell buttons** outside the front door and inside the inner door (and take the bells with you so others helping with setup can get attention to be let in)
3. Move any **dining tables** in the Hall to the pre-school corridor space (through the double doors next to the storage cupboard)
4. Help to move the sound, video and refreshment **equipment and boxes** from the cupboard into the hall
5. Place the **signs** up throughout the building, not forgetting the **banner, A-frame** and **flag** outside the building
6. Put the **pull-up signs** behind the speaker and band and the prayer and culture pull-up signs by the door to the playground
7. Make sure that the **children's rooms** upstairs are unlocked
8. Make sure that the **toilets** have sufficient supplies of hand and toilet paper, restocking from the disable toilet in reception as necessary
9. Put out **chairs** as needed
10. Put up the **information stand** on a table at the back left of the Hall, by the rear doors
11. Remember to **close the inner door** (between entrance and corridor) whenever no-one is at the entrance to ensure children cannot exit the building without their parents/guardians
12. There are two **door tags** - one with the keys and one on a lanyard on its own. Use these to answer the doorbells during the service to let people into or out of the building.
13. **Photograph** anything that looks **wrong or out of place** as you set up (e.g. open windows/doors, mess, unclean or blocked toilets, broken equipment) and send them to Andy White.

Set-down (order not so critical)

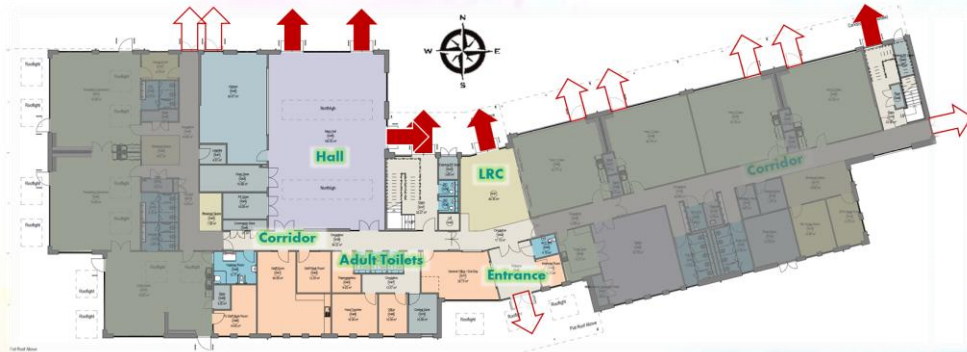
1. **Oversee departure** of others (ensuring that children do not leave without their parents/guardians)
2. Take down and store the **signs**, including the **banner, A-frame** and **flag** from outside
3. Pack away the **chairs**
4. Help pack sound, video, refreshment **equipment and boxes** back into the cupboard (noting guidance on how to do this which is attached to inside of the cupboard doors)
5. Return **dining tables** to the Hall from the pre-school corridor
6. **WALK THE BUILDING** to ensure that
 - all rooms are **clean, cleared** and arranged as before we arrived (use the brush in the hall and dustpan and brush elsewhere to pick up and dispose of any mess we've left behind)
 - the **toilets** are in an acceptable condition (wiped, flushed and tidy)
 - all **external windows** and **doors** are closed and locked
 - the **storage cupboard** outside the Hall is locked
7. **Close and lock** the school ensuring that the alarm has engaged (see instructions in separate user guide)

Please note that the latest versions of this and other user guides for the running of WCC are available here <https://wantagecc.org.uk/userguides>.

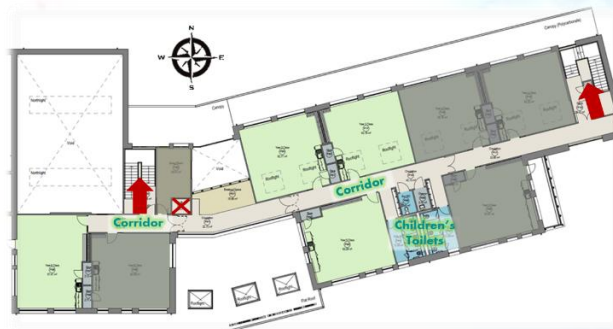
Fire evacuation

The fire evacuation procedure is available here [WCCWPAFireEvacuationProcedure25-10-15.pdf](#) and at <https://wantagecc.org.uk/userguides>. Please take the time to read it. The following summarise the fire exits from the building.

Ground Floor

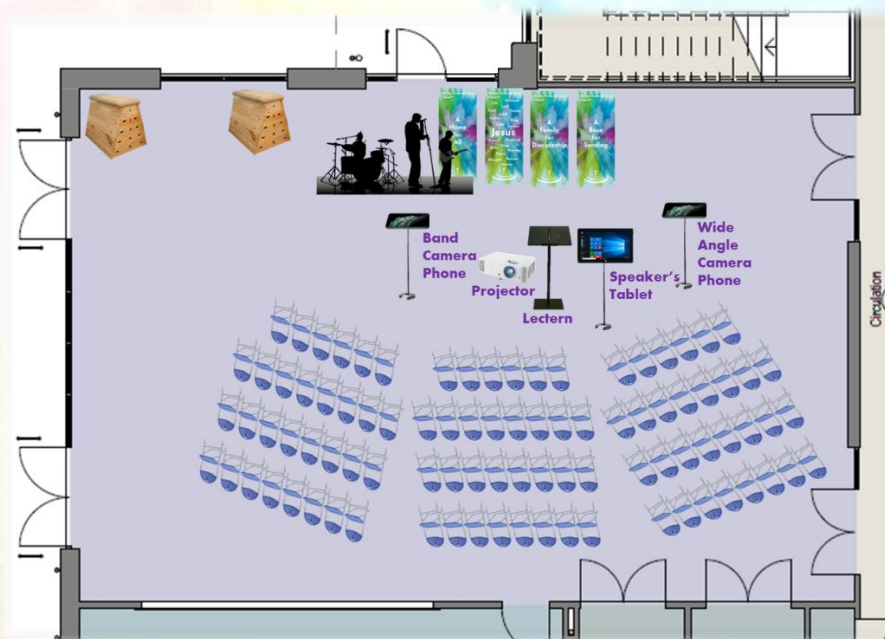


First Floor



Hall Layout

The following illustrates the layout of the Hall at WPA.



The following shows the placement of all the signs throughout WPA. Please note that the internal laminated signs are all colour coded and numbered (top right hand corner) to aid identification.

First Floor

