

## Protocols for L&SES meeting room at Rodford Primary School

### Location

The room for our use is **downstairs**. Walk towards school reception, turn left and walk to the end of the building and follow it round to a door signed LSES.

The room is directly ahead - a classroom with tables, chairs and sink area.

In addition, we have a cloakroom with toilets to the right of the room.

### Door Code

Access is via a key pad on the door. The code is: **1202**

Please do not share this with colleagues outside the service as it is possible to access other parts of the school from this door.

Meetings can not be arranged for colleagues to meet without a member of LSES or partner services welcoming and opening the room.

### Lead Person /Facilitator Responsibilities

1. Lead person must sign in at school reception – all other colleagues should be directed to go straight to the room and sign in using the book provided.
2. In the event of a fire drill the lead person is accountable for other persons in the room.
3. Ensure the room is left neat and tidy with all surfaces clear and furniture neatly arranged.
4. Welcome delegates who **do not** need to sign in at the main reception.

### Fire Door

In the event of a fire please exit by the door leading out onto the playground and assemble in the playground itself. This is the only time this fire door is to be used. If colleagues wish to take some 'fresh air' please use the grassy area immediately outside the entry door with the access key pad.

### Booking

Please book through secretaries who all have access to the electronic diary. Rodford School will automatically be informed of all bookings. Maximum booking: 20 persons.

### Parking

There is limited parking in the school car park. The lead person may park in the car park. Other persons will need to park on the road outside the school with due consideration to residents. They need to be advised of these arrangements when an agenda is circulated. A map for directions to Rodford is available on the I drive.

The beginning and end of the school day are very busy times for traffic and we have been advised to start meetings at 8:30 or 9:15 rather than 9:00am. Suggested finishing times are by 3pm or after 3:30pm. Twilight sessions may be run from 3:45pm to finish no later than 6pm. This is the time when the caretaker will lock the school.

### **Technology**

There is a fixed projector on loan from Rodford School. Take your own laptop. We are expecting to get a small number of the remaining older laptops from Severnside in September 2009. Check they have arrived before you go if you wish to use them.

### **Stationary**

A flipchart easel, paper, pens and basic stationary are available.

### **Refreshments**

The room is stocked with an urn, kettle and basic refreshments. Mini pots of milk are provided but please bring your own fresh milk if you wish.

If you find anything is missing or stocks are running low then please contact Tanya Bartlett on 01454 868665 immediately. It is everyone's responsibility to ensure resources do not run out and the refreshments on the table are fully refilled from the cupboard for the next group.

### **Drinking Water**

The sink tap (cold water) in the classroom is suitable for drinking water or filling the kettle / urn. You will need to boil water for your washing up.

### **Cleaning**

The Rodford cleaners will vacuum and clean the toilet area. However, we are all responsible for making sure the room is left tidy, washing up is done and put away and facilities left in a tidy state. Paper rolls are provided for drying up rather than tea towels. If food has been consumed during the day anything left and all rubbish should be thrown away into a black bag (supplied) and left tied for the cleaners to take away.

**All the above procedures have been agreed in discussion with the Headteacher at the school in order that the school is not inconvenienced.**