



<b>Policy Title</b>	<b>Room Booking Procedure</b>
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## Context and/or Aims

The Learning Support Centre Ltd and Jotters Ltd ensure rooms are prioritised fairly and used safely and effectively. The office team will do their best to ensure rooms are provided for 1-2-1 support where requested.

## Procedure

### Booking :

All rooms must be booked by contacting the office email:[admin@learningsupportcentre.com](mailto:admin@learningsupportcentre.com) or by calling the office number: 0116 2548881

DO NOT ASSUME YOUR ROOM IS BOOKED IF YOU DO NOT GET A RESPONSE.

Bookings cannot be made on a rolling basis, and must be booked weekly.

### Available space for support sessions:

- Phoenix Yard – Kirby room
- Phoenix Yard -Ashby room
- Kimberlin Library- Public areas, Disability rooms (Basement)- bookable by student only
- Eric Wood Learning Zone
- The Greenhouse
- The Campus Centre
- Hugh Aston

### How will rooms be prioritised? :

Phoenix Yard rooms will be prioritised for mentoring students and students accessing study skills support with more complex needs.

### Housekeeping:

- Rooms must be left how they are found.
- If keys are required they must be handed in at reception straight after the allotted time. Please inform the office if there are any problems with a room.

### General good practice:

Please follow the lone working policy and procedure when working with students on a 1-2-1 basis. Please remember health and safety issues such as whether hot drinks are allowed in that area and are there any trip hazards (no trailing wires).

**Phoenix Yard Opening Times: Mon- Friday 9am-5pm**

## Related Documents

- Health and Safety Policy and Procedure
- Lone Working Policy and Procedure