

Policy Title	Room Booking Procedure
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Context and/or Aims

The Learning Support Centre 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 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
- 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