



LAMBTON HIGH SCHOOL

Light The Way
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Principal: Mr M Rosser

PLANNING ROOM GUIDELINES

As the premiere meeting room at Lambton High School, this room should be used for meetings as fitting the design and nature of the room.

The room provides seating for 16 people, has permanent audio visual presentation equipment and a kitchenette to assist catering.

1. Availability

1.1 The Planning Room may be booked on a permanent basis for the following meetings:

- Executive
- Welfare
- Learning Support Team
- School Administrative Support Staff
- Student Representative Council/Prefect
- School Committees (WHS, GATS, literacy, numeracy etc.)

1.2 Where possible faculty meetings may be held in the Planning Room. As some faculty meetings may be timetabled at the same time, these faculties may only book the room for one-off sessions where multimedia equipment is required.

2. Booking Procedure

2.1 Teachers are advised to log on to SENTRAL to check the availability of the room on specific dates. Use the following links:

- School Management
- Book Resources
- Resource Group- Planning
- View Week

2.2 Bookings can be made two weeks in advance for one-off sessions.

2.3 If a reservation is no longer needed, it should be cancelled as early as possible so that others may use the room.

3. Usage Guidelines

3.1 The room is only permitted to be used through booking.

3.2 The room must be kept locked and secured at all time while not in use

3.3 If staff need to rearrange the furniture from the standard setting they must return it to the standard configuration.

3.4 Audio visual equipment used must be turned off while not in use and/or at the end of the meeting.

3.5 Food and beverages are permitted in the Planning Room. The booking convenor should take responsibility to ensure the room is left clean and tidy.

3.6 Coffee facilities are made available in the room and are only to be used/consumed during the scheduled meeting times.

3.7 The room must not be used by students to complete examinations, do detentions or complete work when isolated from class.

3.8 The room must not be used by staff as an additional workspace to complete administrative duties (eg. marking).