

NEWENT & DISTRICT U3A

Group Leader Guidance Notes for Use of School Meeting Room

Newent Community School, Watery Lane, Newent, GL18 1QF
Main Reception Tel. No. 01531 820550

GROUPS WISHING TO CONSIDER USING THE SCHOOL

In the first instance, would Leaders of any Groups which have been meeting at other venues or any new Groups or who wish to consider having their meetings at the School, please inform the U3A Management Committee. A nominated Committee member will liaise with the School on behalf of these Groups to arrange a preliminary visit and, if required, a trial meeting.

U3A GROUP MEETING TIMES

To fit into the school timetable, morning Group meetings, nominally 10:00 - 12:00, will actually have to meet 09:50 - 11:50. Please ensure these finish on time as the U3A will be charged for any use of the next period. Afternoon meetings 14:00 - 16:00 will be unaffected, although members must avoid parking in the coach bays. Any afternoon Group members finishing before 16:00 should note they risk delays during the peak time for student coach pick-ups and departures.

MEETING ORGANISER

For each meeting, a nominated "Meeting Organiser" (normally the Group Leader) will be responsible for following Health and Safety procedures, ensuring Group members comply with other School procedures and for knowing who is present and where to go if the fire alarm sounds.

REGISTRATION OF GROUP MEMBERS

Before U3A members proceed together to the Meeting Room (see detailed procedure in attached Appendix 1), Meeting Organisers must complete visitors' forms at Main Reception to be worn in transparent sleeves while on school premises. Other Group members must wear numbered U3A ID tags during Group meetings. These are held and issued by the School. Members should arrive 5-10 minutes early to allow time for registration before meetings are due to start. Visitor sleeves and U3A ID tags must be returned to Reception before departure.

MOVING AROUND SCHOOL PREMISES

The School is legally responsible for "Safeguarding" all students on the premises. To meet this obligation all visitors must wear identification tags, move directly between Reception and the meeting room and only use the nearest available Staff or Accessible (Disabled) toilets.

ELECTRICAL EQUIPMENT

No U3A members may plug any electrical equipment into school power sockets before it has been PAT tested and labelled by the school. Wherever possible, to avoid delays, please inform the School in advance if such testing is going to be required. Notify Di Lightburn Tel. 01531 828916.

REFRESHMENTS & WI-FI

Refreshments are not provided by the School for U3A Group meetings. However they will, at no charge, supply hot water and cups if requested in advance. Wi-Fi is also available if required. Please let the Committee know if you wish to take up either of these options for your meetings.

CANCELLATION OF BOOKINGS

If rooms booked for Group meetings are not going to be used, please cancel them in advance so the U3A does not have to pay for them. No charge will be made by the School for meetings cancelled by 16:00 on the previous day for the following morning or for meetings cancelled before 10:00 in the morning for the afternoon of the same day. Notify Di Lightburn Tel. 01531 828916.

NOTIFICATION OF CHANGES

As bookings for U3A Groups are scheduled months ahead, would Group Leaders please give the Committee advance notice if meeting days or times need to be changed.

NEWENT & DISTRICT U3A

Group Leader Guidance Notes for Use of School Meeting Room

APPENDIX 1

DETAILED PROCEDURE FOR MEETING ROOM ACCESS

Newent Community School (NCS) welcomes our use of school meeting facilities providing U3A activities do not impinge on the operation of the school and on condition that NCS needs take priority. Advance U3A bookings should ensure that rooms are available for our Group meetings on the dates and times required and NCS will make every effort not to disrupt these. If, for unavoidable reasons, the usual NCS facilities are unavailable, NCS will either provide alternative facilities or inform the U3A of the need to cancel the affected bookings.

When the school meeting facilities are available, the following procedure must be followed :

Upon entering NCS the U3A Meeting Organiser (normally the Group Leader) will establish, with the Receptionist, that there is no preceding booking of their room. If there is a preceding booking the Receptionist will establish whether the room has become free for the U3A meeting to start. If the Receptionist confirms that the preceding NCS meeting has finished the Meeting Organiser will proceed together with all the Group members to the meeting room. In the event the Receptionist reports the preceding NCS meeting is overrunning the Meeting Organiser and all the Group members will remain in the reception area until the Receptionist confirms that the meeting room has become free. NCS will make every effort to ensure any preceding NCS bookings of the meeting room keep to schedule.

In the event of the Meeting Organiser establishing, from the Receptionist, that there is no preceding NCS meeting scheduled, they and their Group members will proceed together to their room. If, however, the Meeting Organiser discovers that the room is in use, they will not disturb the meeting or engage in any dialogue with the occupant(s) of the room. Instead they and all their Group members will immediately return to reception and notify the Receptionist that the room is occupied and ask for confirmation of when it will become free. The Meeting Organiser and all the Group members will remain in reception until the Receptionist confirms the room has been vacated.

Meeting Organisers should ensure that towards the end of booked periods, U3A Group members and all their equipment and materials are prepared for a timely vacation of the room so access to the meeting facilities, for any follow-on bookings, is not delayed.

PLEASE NOTE

The NCS Receptionist has a copy of this procedure to ensure everyone is aware of it.

During School holidays, Di Lightburn (or one of the caretakers) will be responsible for "registering" everyone and for confirming the meeting room is free.