



Code of Conduct for Groups Hiring Nower Hill High School (NHHS) Premises

- School property should be respected at all times.
- If on arrival, any part of the areas let, is not in a satisfactory condition, the hirer should advise the site supervisor on duty immediately. He/she can be contacted on 07933 793147.
- On departure, tables, chairs, school equipment, etc should be rearranged in the position in which they were found.
- School stationery and classroom resources are *NOT* to be used.
- All desk drawers, cupboards and storage areas are private and should *NOT* be used without permission from NHHS.
- Children must be supervised at *ALL* times when they are on the school premises.
- Children should *NOT* be allowed on the grassed areas during the Autumn/Winter months and then allowed back into classrooms.
- *NO* food / sweets / chewing gum / soft drinks (apart from plain water) are allowed to be consumed in the building.
- All rubbish is to be disposed of in the appropriate bins in rooms hired, or taken away to be disposed off site. If in any doubt, please seek advice from the duty site supervisor.
- Children should *NOT* be encouraged to arrive at NHHS before the beginning of the hire period.
- Hirers should leave promptly at the end of their let. The site supervisor can be on hand to walk, with the hirer, around the areas of the let, to verify that everything has been left in a satisfactory condition.

WE AGREE TO ABIDE BY THIS CODE OF CONDUCT AT ALL TIMES

Print Name:
(*Person(s) responsible for let*)

Signature(s):

For and on behalf of.....
(*Full name of Group hiring school premises*)

Date: