

## RULES GOVERNING THE USE OF SCHOOL/CLASSROOMS:-

1. To preserve the aesthetic of walls and windows poster, flyers and other advertisements should be displayed on the notice boards provided, unless alternate arrangements are made with the Premises Department.
2. Eating and drinking in classrooms should be avoided.
3. To facilitate the maintenance of our Fixed Assets Register the removed of furniture is not allowed unless authorized by the Premises Department.
4. All litter should be disposed of in the bin provided.
5. To preserve our school we ask that all damages be expeditiously reported to the Premises Department.

**Thank you for choosing the School/Classroom at Bishops Anstey High School East and Trinity College East, we do look forward to being of service to you.**