



## **PROPOSED CHANGE OF ROOM USE PROTOCOL**

It is recognised that once you have all settled into your new school, there may be an occasional requirement to propose a change of use of a particular room. Whilst it is not expected that a change will be proposed to the use of any of the main teaching spaces such as classrooms, breakout spaces or contemplation rooms, there may be changes which you may wish to propose to some of the ancillary support rooms, offices or storerooms.

It is essential that any proposal for change in room use is approved by the PPP Team, the Head of Education and inspirED prior to any changes being carried out.

Every room in each school has a designated Gross Service Unit (GSU) attached to it, and these GSU figures are used in the calculation of the payment of the Unitary Charge and any associated Performance or Availability Deductions.

A proposed change in the use of a particular room may require allocation of a new GSU, which can therefore affect the Unitary Charge, Performance and/or Availability Deductions.

Should you wish to propose any change in room use, please complete the Proposal for Change of Room Use pro forma in Appendix 1 and return to the PPP Team.

Note that if you require any physical changes to be made to any room, this will require an Authority Notice of Change (ANC) to be submitted to inspirED (see ANC Protocol).

All associated costs related to proposed changes of room use must be met from the school's delegated budget. There are no central funds available to support any such proposed changes.

## PROPOSAL FOR CHANGE OF ROOM USE

### EXISTING ROOM

Room Number:-

Room Designation:-

Proposed Use:-

Reason for Proposed Change:

School Authorisation: (Head Teacher or PPP Co-ordinator)

Date:

**PPP Team**

**Accept**

**Reject**

Date:

PPP Authorisation:

**Head of Education:**

**Accept**

**Reject**

Date:

Head of Education Authorisation

**inspirED**

**Accept**

**Reject**

Date:

inspirED Authorisation:

Original GSU:

New GSU: