

**POLICIES AND PROCEDURES**

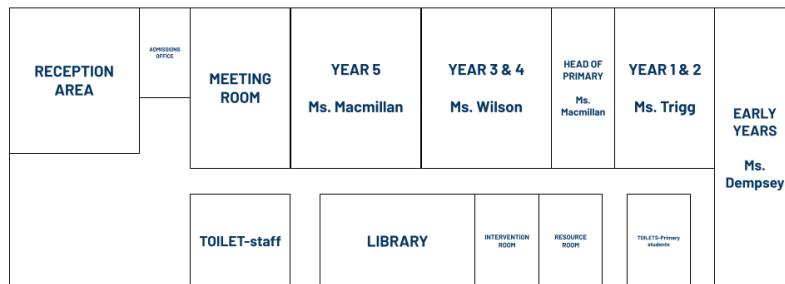
# USE OF TOILETS POLICY

## 1. Use of toilets at school

A proper use of the toilets at school is important in terms of safeguarding. It will help everyone to feel comfortable at school and to avoid some situations. The distribution of toilets and how to use them at school is as follows:

### STAFF and VISITORS

All the staff members and visitors will use the toilet which is in front of the admission office. There will be two cabins for men and two different cabins for women.

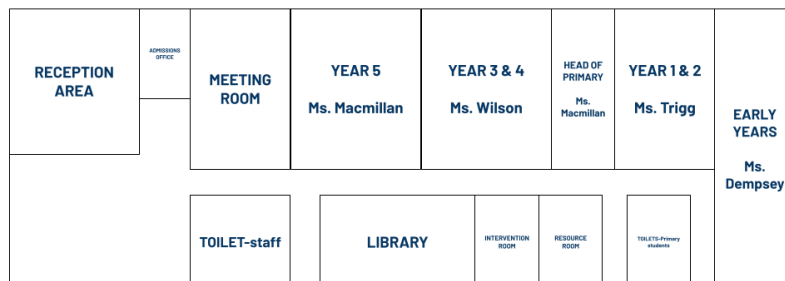


**GROUND FLOOR-main building**



### PRIMARY STUDENTS

All the primary students need to use the toilets which are in front of the Head of Primary's office. There are two cabins for boys and two more for girls. The main toilet door must be always open.



**GROUND FLOOR-main building**



## MIDDLE AND HIGH SCHOOL STUDENTS

All the Middle and High School students must use the toilets in the first floor. One of the toilets for boys and the other for girls.

Y9 TUTOR ROOM GERMAN & FRENCH LANG 1 (Mr. Nayman)	MIDDLE & HIGH SCHOOL (Ms. Pike & Mr. Hopton)	EXECUTIVE DIRECTOR (Mr. Parra)	GLOBAL PERSPECTIVES/ HISTORY (Mr. Hopton)	Y8 TUTOR ROOM ENGLISH ENG 2 (Ms. McCoubrey)	
Y12 TUTOR ROOM LANG 2 (Ms. Sauer-Voigt)	Director of Education (Mr Soto)	TOILET (Secondary girls)	TOILET (Secondary boys)	FINANCE (Ms. Jiménez)	Y11 TUTOR ROOM ENGLISH ENG 1 (Mr. Turner)

FIRST FLOOR-right wing



## CANTEEN

These toilets can be used for any person at the canteen. Staff and students cannot use them at the same time. Main door must always be open.

TOILETS-general use	KITCHEN	STAFF ROOM + RESOURCE ROOM	STORAGE ROOM		
CANTEEN		THEATRE-MUSIC ROOM		MAINTENANCE	

GROUND FLOOR-canteen area



## GYM

This toilet can be used for any person at the gym. Staff and students cannot use them at the same time.

<p>INDOOR SPORTS AREA + PE OFFICE AND STORAGE (glass office) + COMMON AREA (second floor)</p>	<p>TOILET</p>	<p>ART + EXAM ROOM + EXPOSITION ROOM (second floor)</p>
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NEW AREA



**LAB**

These toilets can be used for any person at the lab. Staff and students cannot use them at the same time. There is one for girls and one for boys.

<p>MATHEMATICS MATHS 1 (Ms Pike)</p>	<p>MATHEMATICS MATHS 2 (Mr Eid)</p>	<p>Y10 TUTOR ROOM KS3 SCIENCE, KS4 &amp; 5 PHY (Mr. Evison)</p>
<p>STUDY HALL</p>	<p>LAB PREP ROOM</p>	<p>Y13 TUTOR ROOM BIOLOGY &amp; CHEMISTRY (Ms. Predouli)</p>
		<p>TOILET- GIRLS</p>
		<p>TOILET- BOYS</p>

SECOND FLOOR

