



COMMUNITY ENGAGEMENT GUIDELINES

Preamble: These guidelines are in accord with Cambridge Middle School protocols as approved by the **School Leadership Team in July 2021.**

- Guidelines:**
1. Cambridge Middle School is committed to working positively and actively with its local community.
 2. Our school buildings and grounds are hired out to regular tenants and one-offs but all on the same basis as regards rules and payment. All bookings are to be made through the school office and written in a specific diary.
 3. The school reserves the right to utilise all its amenities for school purposes even to the extent of cancelling community bookings.
 4. It is important to consider the intended usage will not affect school situations.
 5. The Principal in consultation with the caretaker, have the responsibility to protect property of the school and staff.
 6. Outside requests to utilise staff for teaching purposes such as an art program by the art specialist during non-contact and out of school time is to be viewed as a dual decision, involving both Principal and staff member. When making such a decision, the following factors are a guide:
 - (a) teacher workload;
 - (b) Cambridge Middle school students priority of access; and
 - (c) This is a chargeable item on the group representing usage.
 7. A number of organisations give time to the school for various reasons, e.g St Johns and Sport Waikato. These people are to be encouraged especially when it aids programs or assists with school events. The usage of such groups is to be checked when planning any unit.

Review: These Guidelines will be reviewed annually.