**Annex 2**

# Designated Use of Rooms

|  |  |  |
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| Purpose | **Person(s) Responsible** | **Venue(s)** |
| Individual counselling (students) |  |  |
| Individual counselling (staff) |  |  |
| Group counselling (students) |  |  |
| Group counselling (staff) |  |  |
| Media reception |  |  |
| Parent reception |  |  |
| Staff meeting |  |  |
| Parent meeting |  |  |