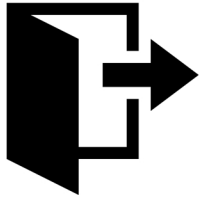




ROOM BOOKINGS

Rooms are allocated to students based on the availability of the student and space in the building.



UPON ARRIVAL TO THE TRUST BUILDING

For SPS sessions, please sign in at reception upon arrival.



ROOM USE

Rooms are booked for a 50-minute therapy hour. Rooms must be vacated 55 minutes into the booking at the latest.



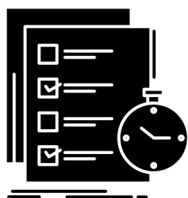
CLIENTS

The Trust reception team do not engage with clients on their appointment details. Please contact your client directly if there is a change in circumstance.



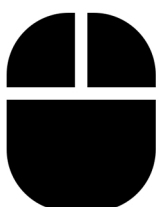
CANCELLATIONS

Any room bookings that you do not require must be cancelled up to 48 hours before the start of the booking. As our rooms are in high demand, any unused rooms may incur a £10 charge to the student.



AMENDMENTS

If circumstances for you or the client change whereby a different time is required than what has been allocated, please email admin@ptrust.org.uk to request a change.



ROOM BOOKING SYSTEM

Visit <https://ptrustrooms.co.uk/> to access the room booking system. First-time log in credentials are set to your email address for username and password.