A Brief Survival Guide to a Daily Routine

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| 08:20 | Managers Meeting. By now staff should have bagged a parking space! Arrive any later and you will be boxed-in by the parents. Please check that your classroom is open. If not, then please find the duty resident house master. If there is a problem with the heating in your classroom, please go and see the headmaster in the dining room. Go to your pigeon hole and check it before the staff meeting. Also, check your emails, as managers often send group emails and instructions overnight |
| 08:30 | Staff Meeting in Key Stage groups  |
| 08:40 | Registration and form period. You must register all scholars on your computer. This is a really important admin part of the day as it sets the tone for the whole day. Check that your scholars have pens and other materials and that there is a good upbeat feel to the session. Make sure that everyone has had their caffeine fix and off we go! You must check that they have their scholar diaries with them and this is 100% crucial as you can check preps, extra works etc., and they must have their *Passports to Success* so that you can praise them and encourage them to get more house points. |
| 9:00 – 10:50 | Lessons |
| 10:50 – 11:05 | Time for your coffee break. Nip up to the staff room for coffee and cake. HOWEVER, the duty break teachers (see rota) must be on patrol around the place: patrol in the courtyard and in the tuck shop queue in particular to assist with the queues. Pop into the music block as this seems to have become a gathering point and check the smokers’ dens, i.e. Behind Rowling and other boarding houses, behind the swimming pool. Comment and sign the Duty Diary. It is essential that you register these things so that you can show evidence that you have inspected these areas in case of a fight, or intruders from outside etc. |
| 11:05 – 12:55 | Lessons |
| 12:55 – 13:50 | Lunch is not provided to staff at school but you can pick up a snack in the new sixth form centre. This is a time to either switch-off, do your marking, chat to colleagues or be with the kids. Duty staff to cover as above. Management by walking about is essential. Don’t forget to take your duty clipboard. |
| 13:45 | Afternoon Registration. Make sure that you have your computer at the ready to register your scholars. |
| 13:50 – 15:40 | Lessons |
| 15:40 – 16:00 | Time for tea, and duty teachers the same procedures as at break time. |
| 16:00 – 17:00 | Prep Time. This is a TOTALLY SILENT PERIOD. No computers, no headphones, no talking, no questions, no exceptions. It is a time when the scholars do their homework and a time for you to do your marking and preparation. If it works like this then everybody gets their business done. It is the one time in the day when the campus is quiet and administrators can administer, cooks can cook, managers can catch up on emails and administration/queries. Nurse and matron can do their paperwork. Sports staff can prepare for their sports and everyone is happy. |
| 17:00 | This is a time when different things happen in the afternoon and you can directly put your added value into the programme, be it squads, Access Time etc. The evening duty staff come on duty and patrol as above. This would be a good time to actually go into the boarding houses and say hello to children, see where they live and rout out those who may be doing nothing and, in taking the duty phone, managers and administrators can get hold of you to find scholars and pass messages on (eg mum is going to be late.) The phone can be collected from the staff room. Don’t forget to use your duty clipboard. |
| 17:40 | This is the end of the teaching day and the staff may go home. You are responsible for locking your own classrooms. The cleaner will start his cleaning rounds at 17:00 hrs so it would be appreciated if chairs could be put on desks. If you don’t lock your classrooms then the kids will get into them and . . . |
| 18:00 |  Duty staff takes over the full running of the school and more serious patrols must be taken and the phone answered for external calls. One duty member of the staff must base themselves in the main reception while the other does the walkabout. We must stress that the walkabout is very important as there are 200 kids on site and they must feel the presence. |
| 18:30 | Please be at the dining room queue and help the children line up properly for supper. If this is done quickly and efficiently then supper can be completed quickly. |
| 19:20 | The girls’ coach leaves for Guestling Hall, and this has to leave promptly. It is your job to get the girls on board and stop any inter-gender liaisons! |
| 19:30 | Duty teacher can go home after signing and commenting with hand over notes in the Duty Diary in the Staff room. |