

## STRUCTURE OF THE COLLEGE DAY

**All staff must sign in & sign out at the beginning of the day and when they leave.**

<b>TIME</b>		<b>ACTIVITY</b>
8.25 – 8.40am		STAFF BRIEFING/DUTY TEAM <b>BELL WILL RING AT 8:40am</b>
Tuesday Week A & B	8:40 – 9:10am	ASSEMBLY / TUTOR TIME <b>NO BELL</b>
Monday & Wednesday to Friday Week A & B	8.40 – 9.00am	
Tuesday Week A & B	9:10 – 10:05am	LESSON 1 <b>NO BELL</b>
Monday & Wednesday to Friday Week A & B	9:00 – 10:00am	
Tuesday Week A & B	10:05- 11:00am	LESSON 2 <b>NO BELL</b>
Monday & Wednesday to Friday Week A & B	10:00 – 11:00am	
11.00 – 11.20am		BREAK TIME/DUTY TEAM <b>BELL WILL RING AT 11:20am</b>
11.20 -12.20pm		LESSON 3 <b>NO BELL</b>
12.20 – 1.20pm		LESSON 4 <b>NO BELL</b>
1.20 – 1.55pm		LUNCH TIME/DUTY TEAM <b>BELL WILL RING AT 1:55pm</b>
1.55 – 2.00pm		WARNING BELL <b>NO BELL</b>
2.00 – 3.00pm		LESSON 5 <b>BELL WILL RING AT 3:00pm</b>
3.00 – 3.20pm		DUTY TEAM