

DAILY ROUTINE

8:45	Staff Briefing
8:52	Music commences (3mins)
8:55	Silent gap (2mins)
8:57	Bell. Form Assembly (3mins) <i>Monday: General Assembly</i>
9:00	Bell. Period 1 (50minutes)
9:50	Bell. Period 2 (50minutes)
10:40	Bell. RECESS
10:55	Music commences (3mins)
10:58	Silent gap (2mins)
11:00	Bell. Period 3 (50minutes)
11:50	Bell. Period 4 (50minutes)
12:40	Bell. LUNCH
1:35	Music commences (3mins)
1:38	Silent gap (2mins)
1:40	Bell. Period 5 (50minutes)
2:30	Bell. Period 6 (50minutes)
3:20	Bell. DISMISSED.

DAILY NEWS: prepared daily for notice boards around the school and for staff at form assembly.

NEWSLETTER: prepared weekly and distributed to ALL students in Period 6 on Friday.

ABSENCES: recorded each morning in form assembly and again in Period 5. All students who are late for any period during the day need to obtain a LATE PASS from the General Office.

CANTEEN: is available daily—open at the beginning of the day from 8:30am then again at recess and lunchtime only. Students are to order their lunch prior to classes commencing or at recess. The canteen is run by our Canteen Manager, Jodie Robinson with the assistance of Lea Crichton (Wednesday and Friday) together with parent volunteers other days.