

DAILY ROUTINES

WEEKDAY MORNINGS (Monday to Thursday): 7.00am - 8.35am

- Check house diary/previous nights End of Duty Report, teams chat and The Reach Boarding Management System.
- **7:00am** - Report on duty, alarms turned off, wake up Grade 5-9 students.
- Check Grade 5-8's are getting dressed, tidying rooms.
- **7:15am** - Wake up Grade 10-11's by knocking on door and wait for answer. If no answer, open door and turn light on.
- **7:30am** - Wake up Grade 12's by knocking on door and wait for answer. If no answer, open door and turn light on.
- **7:30am** - Juniors down for breakfast – Tutor to have breakfast and supervise dining hall until **7:55am**.
- **8:00am** - Morning Attendance check/roll call.
- Dining Hall opens at 7.30am. Active supervision should occur during this time.
- Boarding House Assistants should check that the allocated students are performing their assigned duties.
- **8:10am** - begin to check that rooms are tidy, TV and Recreation Rooms are tidy and duties have been performed correctly.
- **8:15am** - Dining hall closes.
- Devices back to students if rooms are tidy.
 - Tutor to do room check first (bins emptied, window open, beds made).
 - Tutor to then move around until **8:30am** just to make sure all students are getting ready for school.
- **8:20am** - Junior School students to be at the 8-seater bus to leave for school.
- **8:30am** - All boys and girls should have left the respective Houses.

WEEKDAY AFTERNOONS (Monday to Thursday): 3.15pm-5.50pm

- **3.15pm** - duty commences. Turn up to dining hall (tutors to unlock student dorms, dining hall door, big wooden door between dining hall and office, door from school to kitchen). Check previous nights End of Duty Report, teams chat and The Reach Boarding Management System.
- **3.25pm** - Welcome students from School, students sign in on The Reach Boarding Management System at dining hall.
- **3.40pm** - Complete rollcall
- Monitor leave and ensure students are dressed correctly.
- Tutors on active duty in boarding house, moving around regularly.
- Active supervision of students to occur during this time. duty mobile phone/iPad to be carried at all times.
- **5.45pm** - Students to move down to Dining Hall for dinner
- **5.50pm** - Senior on duty to run house meeting/notifications/grace. Tutor to complete a dinner time rollcall.
- **6.00pm** - All staff present in Dining Hall have an active role (includes monitoring what students are eating, table manners and cleaning of tables)
- **6.20pm** - Students are to remain in Dining Hall until 6.20pm and then may have free time until Prep starts at 6.45pm.
- Staff will need to roam around the house and outside the building during the student's free time.
- **6.40pm** - Students to return to their respective houses and get ready for prep
- **6.45pm** - Boarding House Assistant to go around reminding students to go to Prep and take roll call.
- Tutor to supervise Grades 5-9 in prep room, senior student to do prep in their rooms

WEEKDAY EVENINGS: 6.45pm-10.30pm

- **7.45pm** - Grade 5-6 Prep concludes and evening recreation begins.
- **8.00pm** - Grade 7-9 Prep concludes and recreation begins.
- **8.15pm** - Grade 10 Prep concludes and evening recreation begins.
- **8.30 – 8.45pm** - Grade 11-12 Prep concludes and evening recreation begins.
- Mix with students and supervise evening recreation.
- **8.00pm** - Grade 5-6 hand in devices
- **8.00pm Grade 5**
 1. 8.00pm start getting ready for bed (shower/teeth/toilet)
 2. 8.15pm in bed reading
 3. 8.30pm lights out
- **8.30pm Grade 6**
 4. 8.30pm start getting ready for bed (shower/teeth/toilet)
 5. 8.45pm in bed reading
 6. 9.00pm lights out
- **8.40pm** - Grade 7-9 hand in devices
- **8.45pm Grade 7- 8**
 7. 8.45pm start getting ready for bed (shower/teeth/toilet)
 8. 9.00pm in bed reading
 9. 9.15pm lights out
- **9.00pm Grade 9**
 10. 9.00pm start getting ready for bed (shower/teeth/toilet)
 11. 9.15pm in bed reading
 12. 9.30pm lights out
- **9.00pm – 10.00pm Grade 10-12**
 13. 9.00 - 10.00pm Seniors free time, (no showering after 10.00pm)
 14. 10.00pm seniors in their own rooms
 15. 10.30pm seniors lights out
- **9.10pm** - ensure that all students are in their own rooms and all external doors are locked.
- **9.00pm - 10.00pm** - constantly wander and check students are in their own rooms. You must carry the duty mobile phone at this time.
- Evening roll call must be completed during final bed check.
- **10.15pm** - complete the End of Duty Report (consult the diary regarding the day's events), check office and all common areas are tidy, finalise attendance and The Reach Boarding Management System.
- **10.30pm** - shift concludes.
- **10.30pm** - Tutor on passive duty for the rest of the night

PREP (HOMEWORK)

Prep Times are as follows:

- **6.45pm** – Prep starts. (Tutor to supervise Grades 5-9 in prep room, senior student to do prep in their rooms)
- **7.45pm** - Grade 5-6 Prep concludes and evening recreation begins.
- **8.00pm** - Grade 7-9 Prep concludes and recreation begins.
- **8.15pm** - Grade 10 Prep concludes and evening recreation begins.
- **8.30 – 8.45pm** - Grade 11-12 Prep concludes and evening recreation begins.

SATURDAY

- **7.30am** - shift commences
- Check house diary/previous nights End of Duty Report, team chats and The Reach Boarding Management System
- **8.55am** - Dining Hall opens and attendance check.
- **9.00am** - attendance check/ roll call.
- Ensure student's rooms are tidied and house duties are performed well throughout the day.
- **1.00pm** - attendance check. Dining Hall opens for lunch.
- **3.30pm** - attendance check/roll call.
- **6.00pm** - Dining Hall opens for dinner.
- **6.30pm** - attendance check/roll call.
- **8.30pm** - attendance check/roll call.
- **10.00pm** - all junior students to be in their rooms.
- **11.00pm** – all senior students to be in their rooms.
- Ensure all external doors are locked.
- Bed check/ roll call must be done in final half hour of duty.
- Complete the End of Duty Report (regarding the day's events), check office and all common areas are tidy, finalise attendance and The Reach Boarding Management System.
- **10.30pm** - shift concludes.

SUNDAY

- **7.30am** - shift commences
- Check house diary/previous night's End of Duty Report, team chats and The Reach Boarding Management System.
- **9.00am** - Dining Hall opens (big breakfast served) and attendance check.
- **10.00am** - attendance check/ roll call.
- Ensure student's rooms are tidied and house duties are performed well throughout the day.
- **1.00pm** - attendance check/roll call. Dining Hall opens for lunch.
- **3.30pm** - attendance check/roll call.
- **6.15pm** - attendance check/roll call.
- **6.30pm** - Dining Hall opens for dinner.
- **7.00pm – 8.00pm** - students in own rooms to complete prep. (quiet time)
- **8.00pm** - Grade 5-9 hand in devices
- **8.00pm Grade 5**
 - 8.00pm start getting ready for bed (shower/teeth/toilet)
 - 8.15pm in bed reading
 - 8.30pm lights out
- **8.30pm Grade 6**
 - 8.30pm start getting ready for bed (shower/teeth/toilet)
 - 8.45pm in bed reading
 - 9.00pm lights out
 - Grade 5-9 hand in devices
- **8.45pm Grade 7-8**
 - 8.45pm start getting ready for bed (shower/teeth/toilet)
 - 9.00pm in bed reading
 - 9.15pm lights out
- **9.00pm Grade 9**
 - 9.00pm start getting ready for bed (shower/teeth/toilet)
 - 9.15pm in bed reading
 - 9.30pm lights out
- **9.00pm – 10.00pm Grade 10-12**
 - 9.00-10.00pm Seniors free time, (no showering after 10.00pm)

- 10.00pm seniors in their own rooms
- 10.30pm seniors lights out
- **9.10pm** - ensure that all students are in their own rooms and all external doors are locked.
- **9.00pm - 10.00pm** - constantly wander and check students are in their own rooms. You must carry the office mobile phone at this time.
- Evening roll call must be completed during final bed check.
- Ensure all external doors are locked.
- Complete the End of Duty Report (regarding the day's events), check office and all common areas are tidy, finalise attendance and The Reach Boarding Management System.
- **10.30pm** - shift concludes, Tutor on passive duty for the rest of the night.

Weekend duties are far less formal and allow staff much more scope for informal mixing. Staff should not base themselves in the office and should be 'actively' supervising the house. The office mobile should be carried with staff at all times.