

# Daily Routines

## **COVID – 19**

This document should be read in conjunction with the 'TSI(MS) considerations for daily routines' and the 'TSI(MS) COVID protocols' documents to ensure that all stakeholders are following the most up to date guidance in consideration of the COVID-19 pandemic.

### **DAILY ROUTINES**

#### **DAILY ROUTINE - TSI**

##### **Monday to Friday**

07.30	Wake up
07.55	Callover in houses
08.00-08.30	Breakfast
08.30-08.50	Assembly/Chapel/Tutorials/House Meeting
08.50-09.50	Lesson One
09.50-09.55	Changeover Break
09.55-10.55	Lesson Two
10.55-11.10	Morning Break
11.10-12.10	Lesson Three
12.10-12.40	Lunch (12.35 – 13.05 on Thursdays)
12.40-13.40	Free time at TSI / Prep Detention / House Bank / Clubs
13.40-14.40	Lesson Four
14.40-14.45	Changeover Break
14.45-15.45	Lesson Five
16.00-17.00	Sport / Activities / Staff Meeting (Wed) / Tutorials / Quiet time
17.00-17.30	Free time
17.30-18.10	Supper
18.10	Callover (students must return from town)
18.30-20.00	Prep
20.00-21.30	Free time at TSI
21.30	All students return to their own boarding house
22.00	Mobile phones & electronics handed in / Students in own bedrooms
22.30	Lights out

##### **SATURDAY**

07.30	Wake up
07.55	Callover in houses
08.00-08.30	Breakfast
08.30-08.50	House Meeting
08.50-09.50	Lesson One
09.50-09.55	Changeover Break
09.55-10.55	Lesson Two
10.55-11.10	Morning Break
11.10-12.10	Lesson Three
12.10-12.40	Lunch
12.40-17.30	Free time (if no sanctions apply)
17.30	Supper (optional)
18.00	Callover (students must return from town)

*Games lessons take place on Tuesdays (16.00 – 17.15) and Thursdays (11.20 – 12.35)*

*Bedtimes may be later on a Saturday if there is no morning chapel. The House staff will decide bedtime.*

*Callovers may be held at various times on Saturday afternoon/evening, if thought necessary by the house staff.*

## **SUNDAY**

09.00	House doors open
09.15	Breakfast*
12.30	Lunch
13.15	Minibus for cinema leaves from Parade Ground
17.45	Supper (optional)
18.00	Callover (students must return from town)
21.15	All students return to their own boarding house
22.00	Mobile phones & electronics handed in / Students in own bedrooms
22.30	Lights out

*Please note that Chapel occasionally takes place on Sundays.*

*\* Continental breakfast will often be available in the Rec Room on Sundays.*

## **DAILY ROUTINE - TSIMS**

### **Monday to Friday**

07.10	Wake up
07.45	Callover in Houses
07.45-08.15	Breakfast
08.35-09.00	Assembly/Tutor Time to include registration
09.00-10.15	Lesson One
10.15-10.35	Morning Break
10.35-11.50	Lesson Two
11.50-12.50	Lunch
12.50-12.55	Callover
12.55-14.05	Lesson Three
14.05-14.20	Afternoon Break
14.20-15.35	Lesson Four
15.45-17.30	Activities / Staff Meeting (Tue)
17.30-18.00	Supper

*Games lessons take place on Tuesdays (11.20-12.35) and Thursdays (16.00 – 17.15) resulting in slight adjustments to the daily routines on those days.*

Post-Supper Schedule:

	Juniors	Seniors
Callover	18.15 – 18.30	18.15 – 18.30
Prep	1830 – 1930	1830 -1950
Snacks, free time and activities	1930 - 2000	1950 -2100
Return to houses *	2000	2100
Lights out	2100	2200

*\*phones /electronics handed in*

## SATURDAY

07.10	Wake up
07.45	Callover in Houses
07.45-08.15	Breakfast
08.35-09.50	Lesson 1 and registration
09.50-10.10	Break
10.10-11.25	Lesson 2
11.25-11.50	House meetings
11.50-12.30	Lunch
12.30-17.30	Free/Town time (if no sanctions apply)/Activities
17.30-18.00	Supper

### Post-Supper Schedule:

	Juniors	Seniors
Callover	18.15 – 18.30	18.15 – 18.30
Free time / activities	1830 - 2000	1830 - 2100
Return to houses *	2000	2100
Lights out	2100	2200

*\*phones /electronics handed in*

## SUNDAY

0800	House doors open
08.15-09.15	Breakfast
10.00	Callover
10.00-12.00	Free time/Activities/trips
12.00-12.45	Lunch
12.45-17.30	Free time/Activities/trips
17.30-18.00	Supper

### Post-Supper Schedule:

	Juniors	Seniors
Callover	18.15 – 18.30	18.15 – 18.30
Free time / activities	1830 - 2000	1830 - 2100
Return to houses *	2000	2100
Lights out	2100	2200

*\*phones /electronics handed in*

*TSIMS students attend chapel at TS and church in Kingston St Mary periodically.*

Teaching staff should sit with students for lunch, especially at the start of the year, to encourage the use of English.

During lunch there are two members of staff on duty.

There is a meeting for all members of staff at TSIMS on Tuesday at 15.50 and TSI on Wednesday from 16.00.

On Saturdays, lessons finish at 11.50/12.10. Students are supervised at lunch by two members of the teaching staff who hand over to house staff at 12.30.

## **DUTY TEACHER (DAY)**

The duty teachers are responsible for safety, discipline and punctuality throughout the school day and at the start of Prep, and for maintaining the Day File.

The Day Files are kept in the staff room at TSI and in the school office at TSIMS and contain the following information:

- Callover sheets
- Visitor Signing-out/in sheets
- Miscellaneous student information
- Travel Information
- Critical incident information and guardian details.

Registers are used by duty staff to maintain a record of students' whereabouts at all times, and must be kept accurately.

There is also a medical file where details of accidents and illnesses, including details of every time a student visits the Health Centre, are kept.

At TSI, from 08.30 – 19.15 the duty teachers are responsible for fire safety. If duty teachers are, for whatever reason, not on site during these hours, they must organize appropriate cover.

At TSIMS the site manager is responsible for fire safety during the day.

One duty teacher should remain in the staffroom at break times (to field student enquiries at the door) whilst the other duty teacher should be a visible and mobile presence around the site. At TSI, the student common room and Houses need monitoring especially between 17.00 and 18.20.

Duty teachers are responsible for ensuring that windows and doors are locked at the end of the day in those areas that will not be needed for the evening i.e. classrooms. At TSI a further check is done by the duty staff at the end of prep and at both TSI and TSIMS the duty house staff do a further lock up at bedtime. Duty teachers are also responsible for locking doors and windows at the end of their duty day on such days when staff are present but students are not e.g. inset days.

### **Breaktimes**

One duty teacher should be in or around the Student Common Room / Drawing Room or outside, checking on students, and are responsible for ensuring that students go to lessons on time.

### **Lunchtime**

For TSI students, having accompanied students to lunch as usual, one duty teacher has a quick lunch, returns to TSI and then follows the same procedure as for break time, checking the immediate environs of the House and the House itself to see if any students are out of bounds. The other duty teacher needs to supervise the students in the lunch queue. One teacher needs to run prep detention.

TSIMS staff must accompany students to lunch and supervise the queue followed by circulating the recreational spaces inside and outside The Grange, especially close to the river and wooded areas.

## **Evening Duties**

### **15.45 – 16.00 TSI**

Mondays:- Students get ready for sport/extra-curricular activities

Tuesdays: Students should be at Games until 17.15. It may be necessary to deal with students who are off Games at this time.

Wednesdays:- Students are allowed to sign out for town from 16.00 onwards

Thursdays:- Students are allowed to sign out for town from 16.00 onwards

Fridays:- Self-study/Quiet time.

Any signing-out times and signing-in times must be recorded in the Day File by the duty teacher or another member of staff.

On Wednesday afternoons, one of the Graduate Assistants, in turn, will record the signing-out times, whilst all other staff are in the weekly staff meeting.

### **17.20 – 18.20 TSI**

One duty teacher accompanies the students to supper and supervises TSI students in the dining hall.

Note that it is not necessary to do queue duty at supper time as this is carried out by TS staff.

After supper the duty teachers have responsibility during the students' free time.

From time to time, Gipsy Lane and Stanway Close should be checked for students who may be 'out of bounds'.

One member of the duty team may leave at 18.20.

### **Prep 18.30 -19.15 TSI**

The second duty teacher and house staff will take the 18.20 callover and give out mail/notices.

Prep starts at 18.30, in the Hall, classrooms and bedrooms.

During prep, one member of staff remains in the Hall to ensure that prep is being done and there is a quiet working atmosphere. The duty teacher patrols the classrooms/bedrooms, aided by the GRAs. Students may need help understanding instructions but as far as possible staff should not help with the answers to questions.

If students finish early they should read or be given additional work. The responsibilities of the second duty teacher end at 19.15.

### **15.45 – 17.30 TSIMS**

Mondays: Students get ready for sport/extra-curricular activities/free time

Tuesdays: Students get ready for sport/extra-curricular activities/free time

Wednesdays:- Students get ready for sport/extra-curricular activities/free time

Thursdays:- Students leave for Games at 15.45 and return at 17.30. It may be necessary to deal with students who are off Games at this time.

Fridays:-. Students get ready for sport/extra-curricular activities/free time

On Mon-Fri (excluding Thursdays) :- Senior students may sign out to visit town once per week.

Any signing-out times and signing-in times must be recorded in the Day File by the duty teacher or another member of staff.

Note that on Tuesday afternoons, one of the Graduate Assistants, in turn, will record the signing-out times, whilst all other staff are in the weekly staff meeting.

### **17.30 – 18.00 TSIMS**

Students go to supper and are supervised by the duty staff member who ensures all students attend mealtimes and eat appropriately.

After supper the duty teachers have a supervisory role until call over at 18.15.

### **Prep 18.30-19.30 (19:50 for seniors) TSIMS**

The senior member of house staff on duty will take the 18.15 call over and give out notices.

Prep starts at 18.30 in the classrooms and in the boarding houses.

There must be a quiet working atmosphere.

All students must have a reading book at this time.

### **Signing Out**

TSI Students/Year 10 (and sometimes Year 9 with the Head of Middle School's authorisation) have permission to visit town once or twice per week at the end of the School day on **Wednesdays or Thursdays (16.00 – 18.15) for TSI and any week day except Thursdays for TSIMS**, on Saturdays (13.00 – 17.00 and then again from 17.30 – 19.30) **and on Sundays (09.00 – 17.00 and then again from 17.30 – 19.30)**. This permission may be removed as a general sanction or in cases when this privilege is abused. They must always sign out and in again. **TSIMS Students may, occasionally be permitted to visit town on a Sunday.**