

	Venue	Time	Duration (minutes)	Event	Staff (lead/Supporting)	Site notes
Session 1	Main Gate/Malone Hall	08:40	10	Students arrive (toilet)	KC Gate/ LSH in Hall	Circle of 30 chairs needed 0830-0910. Gate should be left unlocked after lates.
	Malone Hall	08:50	5	MS/KC Welcome	MS,KC / LSH, LSAs	
	Malone Hall	08:55	15	Ice- breaker Games	Tara/KC 2xLSAs (ASC)	
	Labs 111&113	09:10	60	Lesson 1	BW and KC	
	Y7 Playground	10:10	20	Breaktime (toilet)	Tutor (LSH) KC	
	Classroom 207/library	10:30	60	Lesson 2	JT and LTS/LSH/LSAs/KC	
	---	11:30	15	Tour	LSH, LSAs	
	Main Gate	11:45		Home time	KC/ER Gate/ LSH/LSAs escorting classes	Main Gate- should be opened by 1145
Session 2	Main Gate/ Playground	12:00	10	Students arrive (toilet)	KC Gate/ LSH in playground	
	Library	12:10	5	MS/KC Welcome	MS,KC / Tutors, LSAs	Circle of 30 chairs
	Library	12:15	15	Ice- breaker Games	Tara/KC 2xLSAs (ASC)	
	Labs 111&113	12:30	50	Lesson 1	KC and one other	
	Y7 Playground	13:20	20	Breaktime (toilet)	Tutor (LSH) KC	
	Classroom 207/library	13:40	50	Lesson 2	JT and LTS/LSH/LSAs/KC	
	---	14:30	15	Tour	Tutors LSAs	
	Main Gate	14:45		Home time	KC/ER Gate/ LSH/LSAs escorting classes	Main Gate