



## **SCHOOL OPENING HOURS**

The switchboard is open from 8.15am to 4.00pm. The office is staffed from 8.00am to 4.00pm.

If you have any concerns, you are welcome to contact a member of staff. Usually, the first point of contact will be the student's tutor.

If you wish to speak to a teacher, please remember that they will be teaching during the day, and they also have meetings. If you come into school without an appointment, you may not be able to see the teacher. We will take a message and ask the teacher to contact you as soon as possible. Similarly, if you telephone, we will take a message if the teacher is unavailable and they will return your call within 48 hours.

## **TIMINGS OF THE SCHOOL DAY**

8.20am	Site opens to students
8.30am – 9.00am	Tutor Time
9.00am – 10.00am	Period 1
10.00am – 11.00am	Period 2
11.00am – 11.20am	Break
11.20am – 12.20pm	Period 3
12.20pm – 1.20pm	Period 4
1.20pm – 2.00pm	Lunch
2.00pm – 3.00pm	Period 5
3.10pm – 4.00pm	Extra Curricular activities