

## EXAMPLE STAFF TIMETABLES

### ACTIVITY ORGANISER

### Example A

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Maximum Hours
0800-0840	Breakfast	Breakfast	Breakfast	Breakfast Monitor (0.5 hours)	Breakfast	Breakfast	Breakfast	Meetings 2.5
0840-0900	Assembly	Assembly	Assembly	Breakfast	Assembly	Full Day Excursion to London (10 hrs)	Day Off	Excursions 14
0900-0930	Activities Meeting (0.5 hours)	Activities Meeting (0.5 hours)		Activities Meeting (0.5 hours)	Activities Meeting (0.5 hours)			Activities & Free Time Monitoring 29.5
0930-1230		Morning Activity (Outdoor Sports) & Free Time Monitoring (3 hrs)			Morning Activity (Cathedral visit) & Free Time Monitoring (3 hrs)			Meal Monitoring 2
1230-1300	Lunch	Lunch	Lunch	Lunch	Lunch	Packed Lunch	Lunch	<b>Total hours = 48 maximum</b>
1300-1330	Lunch Monitor (0.5 hours)							
1330-1400	Afternoon Activity (Town Tour) & Free Time Monitoring (4.5 hrs)	Afternoon Activity (Outdoor Sports) & Free Time Monitoring (4.5 hrs)	Half day Excursion to Cambridge (4 hours)	Afternoon Activity (Preparing costumes for Fashion Show) & Free Time Monitoring (3.5 hrs)				
1400-1700								
1700-1800								
1800-1830	Staff Meeting (0.5 hours)							
1830-1900	Dinner Monitor (0.5 hours)				Dinner Monitor (0.5 hours)			
1900-1930	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
1930-2000	Setting up activity (0.5 hours)			Setting up activity (0.5 hours)			Evening Off	
2000-2200	Evening Activity (Welcome Disco) (2 hours)	Evening Activity (Quiz Night) (2 hours)		Evening Activity (Fashion Show) (2 hours)				
2200-2400								

## EXAMPLE STAFF TIMETABLES

### ACTIVITY ORGANISER Example B

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Maximum Hours	
0800-0830	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Meetings 2	
0830-0900	Assembly	Assembly	Half day Excursion to Brighton (4 hours)	Assembly	Assembly	Full Day Excursion to Oxford (10 hrs)	Full Day Excursion to Windsor Castle (10 hrs)	Excursions 24	
0900-0930	Activities Meeting (0.5 hours)	Day Off		Activities Meeting (0.5 hours)	Activities Meeting (0.5 hours)			Activities & Free Time Monitoring 17	
0930-1230				Morning Activity & Free Time Monitoring (3 hrs)				Meal Monitoring 2	
1230-1300	Lunch	Lunch	Lunch	Lunch	Lunch	Packed Lunch	Packed Lunch	Night Patrol 2	
1300-1330		Day Off		Lunch Monitor (0.5 Hour)				Marking 1	
1330-1400									
1400-1700	Help with marking tests (1 hour)				Afternoon Activity & Free Time Monitoring (3 hrs)	Afternoon Activity & Free Time Monitoring (3 hrs)			
	Activity Preparation (2 hours)								
1700-1800					Free Time Monitoring (1 hr)				
1800-1830	Staff Meeting (0.5 Hour)								
1830-1900	Dinner Monitor (0.5 Hour)		Dinner Monitor (0.5 Hour)		Dinner Monitor (0.5 Hour)				
1900-1930	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner		
1930-2000			Setting up activity (0.5 hours)	Setting up activity (0.5 hours)					
2000-2200		Evening Off	Evening Activity (Quiz Night) (2 hours)	Evening Activity (Quiz Night) (2 hours)					
2200-2400			Night Patrol (2 hours)						
								<b>Total hours = 48 maximum</b>	