

## THE SCHOOL DAY

The Girls' Division operates a 6-period day and has a 2 week timetable. All staff and students move at the stated times – there are no bells to indicate lesson start/end times.

Between 8.30 and 8.40 a.m., staff are advised to check the Daily Notices and staff cover on the notice board in B12. Form Tutors should collect their register wallet and, on Mondays, a copy of the Weekly Notices from B12a and any Additional Notices on other days, then go to their form room by 8.45 a.m.

### TIMES OF THE SCHOOL DAY - SENIOR SCHOOL

8.45 am	Morning Registration
8.55 am	Assembly
9.15 am	Period 1
10.05 am	Period 2
10.55 am	<i>Morning Break</i>
11.20 am	Period 3
12.10 pm	Period 4
1.00 pm	<i>Lunch Break</i>
2.15 pm	Afternoon Registration
2.20 pm	Period 5
3.10 pm	Period 6
4.00 pm	End of School

### TIMES OF THE SCHOOL DAY - HESKETH HOUSE

8.40 am	Morning Registration & Assembly
9.15 am	Period 1
9.50 am	Period 2
10.25 am	<i>Morning Break</i>
10.45 am	Period 3
11.20 pm	Period 4
11.55 am	<i>Lunch Break</i>
1.20 pm	Afternoon Registration
1.25 pm	Period 5
2.00 pm	Period 6
2.35 pm	<i>Afternoon Break</i>
2.50 pm	Period 7
3.25pm	Period 8
3.55 pm	End of School

### Regular Senior School Meetings

Departments generally have a weekly meeting at lunchtimes on a day of their choice. Year group tutors meet once a week before school.

The SLT meets Periods 1 & 2 every Tuesday morning. The Heads of Department meet every half term. There is an Inset after school every half term. The teaching staff have a staff meeting every Tuesday lunchtime from 1.40pm to 2pm.

The Headmistress and/or the Deputy Head meet the Heads of School every week.

The Headmistress and the Deputy Head meet the Head of Hesketh House and the Head of Beech House together every fortnight.

Every week, the Headmistress meets the Head of Hesketh House (Wednesday, senior school periods 1 & 2) and the Head of Beech House (Thursday, 11.30am to 1pm).