

# How the new school week will work in August 2006



# Proposed timetable

10 mins Time to meet tutor	8.00 – 10.00 Session 1	10.00 – 10.30 Break	10.30– 12.30 Session 2	12.30-1.10 Break	1.10 –3.10 Session 3	10 mins available to meet teachers	3.40 – 4.30 Activities (Meetings) (Training)
<b>Late start</b> Time to do homework or an activity		10.00-10.30 Tutor time	10.30-12.30 Session 1	12.30 – 1.10 Break	1. 10– 3.10 Session 2	10 mins available to meet teachers	3.40 - 4.30 Activities ESLT/ESLT
10 mins available to meet teachers	8.00 – 10.00 Session 1	10.00 – 10.30 Break	10.30– 12.30 Session 2	12.30-1.10 Break	1.10 –3.10 Session 3	10 mins available to meet teachers	3.40 – 4.30 Activities
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	8.00 – 10.00 Session 1	10.00 – 10.30 Break	10.30– 12.30 Session 2	12.30 – 1.00 Tutor time alternates with Assembly	1.00 – 1.30 Break	<b>House activities and Music rehearsals</b>	

# Two week timetable

- Timetables are different in week one and week two.
- All weeks throughout the year are labelled week 1 or week 2. The first Friday is week one and then followed by another full week one after that the timetable is in a two week cycle.

# Start to the morning except Tuesdays

- You will arrive between 7.30 and 7.55
- You will swipe your Octopus card on arrival on one of the 6 readers
- You can then go to your tutor home base or wherever you want to meet your friends
- Some mornings you may have arranged to see your tutor to discuss an issue or your progress before your first lesson
- You will be at your first lesson by 8.00am

# Notices

- Notices will be on the CLC the previous evening and scrolling on the plasma screen in reception

# Bells.. the bells!

➤ All bells are movement bells

➤ Bells are at:

7.55 am to move to lesson 1

10.25 am at the end of break to  
move to lesson 2

1.05 pm at the end of lunch to  
move to lesson 3

# Octopus Cards (OC) for students

- Lower section students have pre-ordered your personalised OC for collection before school starts
- Middle and Senior section students will use your ordinary octopus until you get your personalised one
- On the first Friday do not swipe at the gate all cards will need to be registered before they are activated and will be done tutor group by tutor group

# Late or lost

- Once registered if you are late you must swipe and sign in at reception
- If you lose or forget your card you must sign in at reception

# Octopus Use

Octopus will be used for:

- entering and leaving the in and departing from school
- the refectory/food outlets which will be cashless
- vending machines
- library borrowing cards
- ID purposes

# Checking attendance

- The day you return from an absence you need to take your absence/diary note to reception
- Alternatively your parents can e-mail the reason to [absence@sis.edu.hk](mailto:absence@sis.edu.hk)
- You will be expected to 'swipe out' when you leave school

# Tuesday mornings for Students

- Normal buses will arrive between 9.30 and 9.55. The school day begins at 10.00am with tutor period or assembly
- Some specialist activities will run on Tuesday mornings between 8.00 and 10.00am. If you are signed for these you will arrive by 8.00 am by the activities bus or other means
- Detention and Student Council will be held on Tuesday mornings at 8.00am

# Friday afternoons for Students

- Tutor time/assembly ends at 1.00pm
- Normal buses leave at 1.30 pm giving you time to visit your lockers or the refectory
- A range of House events are scheduled to take place on a Friday afternoon for different year groups.
- There will be choir and orchestra rehearsals
- The library will be open for private study
- Activity buses leave at 3.20

# Lunchtimes

- There are no activities scheduled at lunchtimes so you can eat your meal at a leisurely pace in the refectory/fifth floor area.
- You can use your tutor house base during lunchtime to relax or socialise.

# After school (Mon – Thurs)

- Buses leave at 3.40 giving you 30 mins at the end of the day to:
  - Meet your teachers/tutor
  - Go to your locker
  - Go the refectory
  - Chat to your friends

# Use of the tutor period(s)

- There will be two 30 minute tutorial times


Tuesday 10.00 – 10.30

Friday 12.30 – 1.00

Some of these times, especially Friday will be used for Whole school, House, Section or Year assemblies

# Tutor time is time for....

Sections will vary but this is time for...

- Diary signing and monitoring
  - Feedback from students re meetings etc.
  - Completing self reviews
  - Planning House events, Charity events etc.
  - CAS discussions
  - Inter year group discussions
  - Peer mentoring
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# Evaluating the new arrangements

- This will involve you, your parents and staff. Through questionnaires and the student/staff working groups
- Will take place after one month, one term, one year

# Start of term arrangements

- 24<sup>th</sup> August : Year 7, 12 and 13 start
- 25<sup>th</sup> August : Year 8 -12 start (lessons start in the second half of period 1)