



CHELTEMHAM
PREP SCHOOL

Autumn 2022 | Staff Duty Rota

Time	Duty	Location	Monday	Tuesday	Wednesday	Thursday	Friday
07.45-08.00	Pre-8am supervision	The Yard (Playground)	OK Gap/Grad	SHS Gap/Grad	JB Gap/Grad	SM Gap/Grad	IB Gap/Grad
11.05-11.30	MS snack & break supervision	HM Field	Claire D Lucy S MDS SHS Gap/Grad	Charlotte L Lucy S MDS SHS Gap/Grad	Charlotte L Lucy S MDS SHS Gap/Grad	Cat W Lucy S MDS CSL Gap/Grad	Bethan J Lucy S MDS SHS Gap/Grad
11.05-11.30	US snack & break supervision	Barn Field	Nick L Carla D MDS OK Gap/Grad	Nick L Carla D MDS CSL Gap/Grad	Claire D Carla D MDS OK Gap/Grad	Charlotte A Carla D MDS SM Gap/Grad	Dan C Carla D MDS OK Gap/Grad
12.40-13.05	MS dining supervision	Assembly Hall	Rachel H	Orla S	Tom O'S	Orla S	Tom O'S 13.10-13.40
12.40-13.20	US play supervision	Barn Field	Jemma M Carla D MDS	Rick W Carla D MDS	Charlotte A Carla D MDS	Matt D Carla D MDS	Sarah R Carla D MDS 13.10-13.40
13.05-13.50	MS play supervision	HM Field	Cat W Lucy S MDS	Abi C Lucy S MDS	Claire D Lucy S MDS	Tony C Lucy S MDS	Natalie C Lucy S MDS 13.40-14.10
13.20-13.50	US (Y7) dining supervision	Dining Hall	Scott N	Tom O'S	Kit P-W	Phil W	Noll J 13.40-14.10
13.20-13.50	US (Y8) dining supervision	Assembly Hall	Tom O'S	Noll J	Tom O'S	Duncan S	Duncan S 13.40-14.10
Various	Off-games supervision	Library (Mon/Fri) Davies Block (Wed)	Laura O (Library) 13.55-16.30		Jacqui G Juliette L (Davies Block) 13.55-16.30		Laura O (Library) 11.30-12.40
15.05-15.15	MS snack distribution	HM Field	Claire D	Lucy C		Rick W	
15.05-15.15	US snack distribution	The Yard (Playground)	Kit P-W	Duncan S		Rachel H	
(Wed only) 16.00-17.00	Early catch-up supervision	Computing 1 (Day End 1 st fl)			Bridgette W		
16.25-16.45	Sign-out	Day End (Main Entrance)	Kerry T OK Gap/Grad	Kerry T SHS Gap/Grad	Kerry T & Alayne P	Kerry T SM Gap/Grad	Kerry T JB Gap/Grad
16.30-17.00	Prep class cover	Various form rooms	Jacqui G (SG) Phil W (TC) Kit P-W (FW) Scott N (SR) Orla S (JS)			Lucy C (FW) Orla S (CD)	
17.00-18.00	Catch-up supervision x2	Computing 1&2 (Day End 1 st fl)	Scott N & Orla S	Catherine S & Sarah R	Claire D & Jo Buxton	Rick W & Cat W	Jemma M & Rachel H
17.30-18.00	Catch-up Gap/Grad support	(liaise with duty staff then take pupils outside)	JB Gap/Grad	SM Gap/Grad	SM Gap/Grad	Week A: IB Week B: JB Gap/Grad	Week A: IB Week B: SHS Gap/Grad
18.00-18.30	Sign-out	Day End (Main Entrance)	Kerry T	Kerry T	Kerry T	Kerry T	Kerry T
18.15-20.00	SLT Boarding Support	Various	Kit P-W	Duncan S	Rachel H	Noll J	Tom O'S