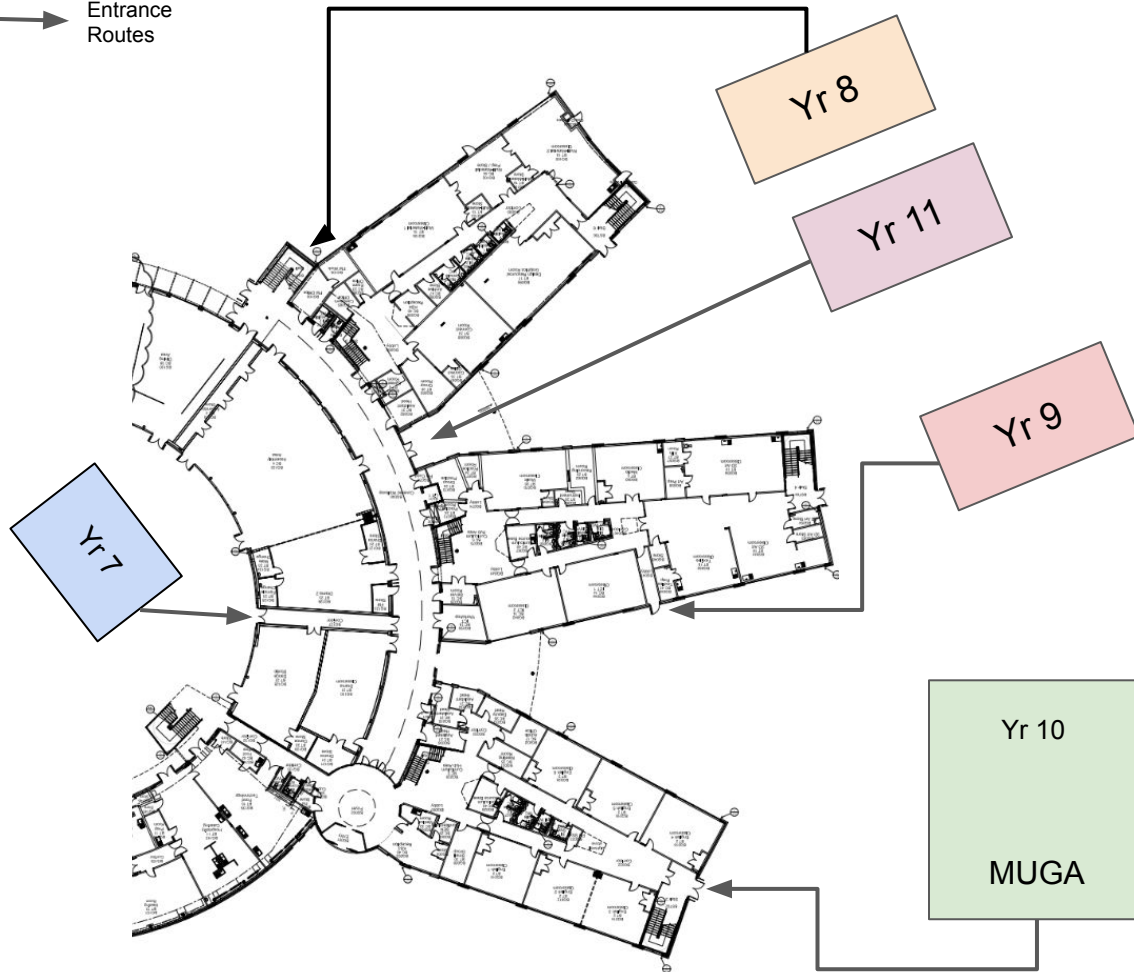




Entrance
Routes



Morning Roll Call - Locations and Protocols

8:40 **Students** line up in alphabetical order in pre-arranged location (shown).
Nominated students collect trays from student services.

Form tutors check uniform & equipment.
Form tutors collect mobile phones

Nominated students (2) take phones to Student Services and place in racks.

Prefects place trays in racking.

DOS/DDOS support tutors and students.

8:45 **Form tutors** ensure tutor group is orderly.
Form tutors lead students quietly to their form rooms.
Tutor time programme begins.

Afternoon registration & phone return

2:55 All students released from P5
Nominated students collect pass from **form tutor** go to student services to collect phone box
Form tutors check for detentions.
Form tutors issue phones to students who do not have detentions.

3:00 **Form tutors** take students and phones to the school hall for detention.