

SCHOOL DAY 2018-2019

KS1		KS2	
Time	Subject	Time	Subject
8.35	Classroom doors open for all.	8.35	Classroom doors open for all.
8.40 Registration	DEAR/parental engagement – reading Purple Polishing	8.40 Registration	DEAR / parental engagement – reading Purple Polishing
8.50 – 9.50	RWInc	8.50 – 9.35	Active reading
9.50 -10.35	T4W	9.35 – 10.35	T4W
10.35 – 11.05	BREAK & The DAILY MILE	10.35 – 11.05	BREAK & The DAILY MILE
11.05 – 12.15	Effective Maths (inc 10min mental maths)	11.05 – 12.15	Effective Maths (inc 10m mental maths)
12.15 – 1.00	LUNCH	12.15 – 1.00	LUNCH
1.00 – 1.30 Registration	Active reading/grammar/RWInc Spelling	1.00 – 1.30 Registration	Spelling/Grammar
1.30 – 3.15	CKC/computing /PE/DT/ MFL/Creative Studies	1.30 – 3.15	CKC/computing /PE/DT/ MFL/Creative Studies
3.15 – 3.30	Assembly/Singing (3X per week)	3.15 – 3.30	Assembly/Singing (3 X per week)

Assembly Timetable: 3.10-3.25pm

Day of the week	Assembly Type	Location
Monday	Whole School Celebration	Hall
Tuesday	EYFS Assembly (EY's Lead to organise)	Nursery
Wednesday	KS2 Assembly (L&UKS2 Lead to organise)	Hall
Thursday	KS1 Assembly (KS1 Leads to organise)	Hall
Friday	School Council Meeting (LG to lead)	Staff Room

PPA and Management timetables for 2018/19: Classteachers are allocated 2.5 hours per week as per recommended guidance.

PE: Led by Dan Wells (Sports Coach) and Sports Apprentice (TBC) – held in the hall or outside

Day	Morning (9.35am- 12.05pm) 12.05 – 12.15pm: Classteachers to carry out storytime	Afternoon (1pm-3.30pm)
Monday	PPA for Sports Coach Read write inc cover - term 1	Team coaching sessions to prepare teams.
Tuesday	Nursery	YR
Wednesday	Y5 - Ethan to run sessions. Dan Wells and Wendy Etheridge to go swimming from 10.30-12.50	Y2 - Ethan to run sessions with Emma Bawden as support. Dan Wells and Wendy Etheridge to go swimming from 1.00-3.00
Thursday	Y3	Y6
Friday	Y4	Y1

Creative Studies (Art, Music and General Knowledge): Led by J.D Hives – held in the Creative Studies Classroom

Day	Morning (9.35am- 12.05pm) 12.05 – 12.15pm: Classteachers to carry out storytime	Afternoon (1pm-3.30pm)
Monday	8.50 – 9.30 = KHV PPA time for J. Hives.	Management time for J. Hives
Tuesday	Nursery – Taught by Jill Redmond (Management time for J. Hives)	YR – Taught by Jill Redmond (Management time for J. Hives)
Wednesday	Y5	Y2
Thursday	Y3	Y6
Friday	Y4	Y1 – Taught by Jill Redmond (Management time for J. Hives)

PE Timetable for classteacher's – see below:

Day	Afternoon 1-2pm	Afternoon 2-3pm
Monday	Year 2	Year 2
Tuesday	Year 1	Year 1
Wednesday	Year 4	Year 4
Thursday	Year 5	Year 5
Friday	Year 3	Year 3

Management Time Timetable

Role	Allocated Time	Staff Member	When	Cover staff
Senior Leadership Team				
Interim Lead Practitioner	2 days PW	J.D. Hives	Monday and Tuesday	Monday: N/A Tuesday: J. Redmond
EY's Progress Lead	1 Hour PW	Jane Badger-Jones	Monday 11.05-12.15	S. Brind
Interim KS1 Progress Lead	2 Hours PW	Rose Turner	Monday 1.30 – 3.30pm	S. Brind
Interim LKS2 Progress Lead	2 Hours PW	Sarah Durbin	Wednesday 1.30 – 3.30pm	S. Brind
UPKS2 Progress Lead	2 Hours PW	Marie Cassidy	Tuesday 1.30 – 3.30pm	S. Brind
Middle Leadership Team				
RWinc and Reading Lead	4 hours PW	Clare Oelrich	Mon – Friday 8.50 – 9.50 Monday teaching Paula's group Tuesday teaching C.Sparkes' group	N/A
Writing Lead	1 hour PW	Dee Richings	Tuesday 9.50-10.50	S. Brind
Maths Lead	1 hour PW	Shelim Ali	Wednesday 11.05 – 12.15	S. Brind
CKC Lead	1 hour PW	Sarah Durbin	Friday 1.15 – 2.15	S. Brind
SEND Lead	2 days PW	?	?	N/A
Safeguarding & Pastoral Lead	1 hour PW	Lisa Garrard	Friday 9-10	N/A

****Progress Leads are in post instead of an Assistant Principal with a teaching commitment of 0.6 and therefore form the Senior Leadership Team.***

All Senior and Middle Leaders will:

- Follow KHPA's Monitoring Plan key objectives during their management time.
- Attend a 1:1 leadership meeting with Kim Duff for 20 minutes every week.
- Ensure their leadership file is consistently up to date.
- Analyse data at KPI points, report analysis and next steps at the half termly leadership meeting.
- Contribute to the half termly Principal's Report.

Management cover timetable Sophie Brind	Morning (9-10 Teaching Fresh Start)	Afternoon
Monday	Reception: J. Badger-Jones 11.05-12.15	Year 2: R. Turner 1.30-3.30pm
Tuesday	Year 2: D. Richings 9.50-10.50	Year 6: M. Cassidy 1.30-3.30pm
Wednesday	Year 6: S. Ali 11.05-12.15	Year 4: S. Durbin 1.30-3.30pm
Thursday		
Friday		Year 4: S. Durbin 1.30-2.30

Break Duty	First Aid Daily Mile and Break - First Aiders to be situated in medical room for duty	Lunch time - First Aiders to be situated in medical room for duty
Monday – Y5	Break: Dan Wells Daily Mile: Hayley Sainsbury	1 st half: Wendy Etheridge (FA Duty: 12.15-12.35, Lunch: 12.35-1.05) 2 nd half: Emma Bawden (Lunch: 12.15-12.35, FA Duty: 12.35-1.05)
Tuesday – Y4	Break: Ali Mitchell Daily Mile: Hayley Sainsbury	1 st half: Wendy Etheridge (FA Duty: 12.15-12.35, Lunch: 12.35-1.05) 2 nd half: Emma Bawden (Lunch: 12.15-12.35, FA Duty: 12.35-1.05)
Wednesday – Y1	Break: Ali Mitchell Daily Mile: Hayley Sainsbury	1 st half: Jill Redmond (FA Duty: 12.15-12.35, Lunch: 12.35-1.05) 2 nd half: Emma Bawden (Lunch: 12.15-12.35, FA Duty: 12.35-1.05)
Thursday – Y2	Break: Jill Redmond Daily Mile: Hayley Sainsbury	1 st half: Wendy Etheridge (FA Duty: 12.15-12.35, Lunch: 12.35-1.05) 2 nd half: Emma Bawden (Lunch: 12.15-12.35, FA Duty: 12.35-1.05)
Friday – Y3	Break: Jill Redmond Daily Mile: Hayley Sainsbury	1 st half: Wendy Etheridge (FA Duty: 12.15-12.35, Lunch: 12.35-1.05) 2 nd half: Emma Bawden (Lunch: 12.15-12.35, FA Duty: 12.35-1.05)

lunch duty	First half - support staff	Second half- support staff
Monday	Key Stage 1 (excluding Courtney, and staff working with CD)	Key Stage 2 and EY
Tuesday	Key Stage 1 (excluding Courtney, and staff working with CD and Jill)	Key Stage 2 and EY
Wednesday	Key Stage 1 (excluding Courtney, and staff working with CD)	Key Stage 2 and EY
Thursday	Key Stage 1 (excluding Courtney, and staff working with CD)	Key Stage 2 and EY
Friday	Key Stage 1 (excluding Courtney, and staff working with CD and Jill)	Key Stage 2 and EY