

2017-2018 Duties

1. Duties schedule will carry, as last year, on a semester rotation. Duties will follow a normal day of week schedule not the new 8 day cycle.
2. Staff on duty need to be visible and proactive
3. Staff on outside duties please use the yellow umbrellas (available from reception) as we need to be visible during the duty.
4. Staff that is on one duty/week will do two duties/week next semester.
5. Teachers on one duty/week are expected to cover for colleagues (SL Sick Leave) on a rotation schedule and not on the same day they have duty.
6. Your duty will be covered ONLY if you are on sick leave (SL). If you are not in school for any other reason (field trip, PD, personal leave, etc) please make sure you swap your duty or ask a colleague to cover for you.

7. Duty times are as follows:

Break :	Mon-Wed-Thurs 10:20-10:40	(20 minutes)
	Tues 10:10-10:30	(20 minutes)
	Fri 10:40-11:00	(20 minutes)

Lunch 1:	Mon-Wed-Thurs 12:50-13:20	(30 minutes)
	Tues 12:30-13:00	(30 minutes)
	Fri 13:00-13:30	(30 minutes)

****Please check starting times for special duties***

Lunch 2:	Mon-Wed-Thurs 13:20-13:50	(30 minutes)
	Tues 13:00-13:30	(30 minutes)
	Fri 13:30-13:55	(25 minutes)

****Please check starting times for special duties***

End of Day	Mon-Wed-Thurs-Fri 15:00-15:20	(20 minutes)
	Tuesday 14:30-14:50	(20 minutes)

8. Wet breaks/lunch: The Head of Primary and/or Head of Upper School will call for wet breaks/lunch. Head of Primary will email PYP staff announcing wet breaks. If wet break/lunch is called and you are on outside duty please patrol PYP/classes as shown on the duty schedule.