**Year 12 Induction Programme 2020/21 in St Michael’s Building (note: timetabled lessons will start for Year 12 on Monday 7th September 2020)**

**Thursday 3rd September 2020**

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| ***Timing*** | ***Activity*** | ***Staffing*** |
| 8.00am | Prefect briefing (M41) | AL, IM & Prefects |
| Registration 8.30-9.25 | Prefects to sign students in. Any ID badges issues sorted, students to be directed reception (tables to be outside hall)  Students to sit in tutor groups in the gym (bleachers out). Prefects to assist (plastic letters to be held up)  Assembly (10-20 mins) Welcome, congratulations, outline of the day & tone setting. BUDDY volunteers. | AL, IM, Tutors  Tina  *Prefects to seat* |
| 9.25-9.55 | Tutor time (rooming as below). Meeting your form – ice-breakers, introduction of treasure hunt activity & group arrangement (Please collect mobile - Fill in sheet on Computer)  *Prefects leave to be in position for treasure hunt* | Tutors  Prefects |
| 9.55-10.45 | G R Y O A – Form time activities  T H S P I – Treasure Hunt (students to return for 10.40) | Tutors  Prefects |
| Break | Sixth Form Common Room or can go out of school | AL & IM to supervise Common Room |
| 11.10-12.00 | G R Y O A – Treasure Hunt (students to return for 11.55)  T H S P I – Form time activities | Prefects  Tutors |
| 12.00-13.00 | Please bring students to the gym for guest speaker, sit in same location as assembly. | AL, IM & Tutors |
|  | **Students to be dismissed approx. 1pm** – Mr McCartney & Ms Lennie available for questions |  |

**Friday 4th September 2020**

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|  | G (PEW)  M37 | R (JA)  M22 | Y (JJ)  M30 | O (PSW)  Library | A (PC)  M26 | T (ZZL)  M25 | H(PW/NOR)  M4 | S (LC)  M39 | P (AK)  M13/M42 | I (SM)  M41 | |
| Registration (8.45) | Register & complete student presentations (if registration is taken by co-tutor please let students know, and complete presentations later) | | | | | | | | | | |
| P1 (9.00-9.40) | Assembly, St. M Hall (To include short presentation Penny Swan) Same seating arrangement as Wednesday -Match buddies up | | | | | | | | | | |
| P2 (9.40-10.20 | Student led Tour # | Student led Tour # | Student led Tour # | Student led Tour # | Student led Tour # | Admin\* | Admin\* | Admin\* | Admin\* | Admin\* | |
| Break 10.20-10.40 |  |  |  |  |  |  |  |  |  |  | |
| P3 (10,40-11.20) | Admin\* | Admin\* | Admin\* | Admin\* | Admin\* | Student led Tour # | Student led Tour # | Student led Tour # | Student led Tour # | Student led Tour # | |
| P4 (11.30) Quiz-Prefects- Prizes | St James park Picnic | St James park Picnic | St James park Picnic | St James park Picnic | St James park Picnic | St James park Picnic | St James park Picnic | St James park Picnic | St James park Picnic | St James park Picnic | |
| 12.50 | **Students dismissed** **from St James Park approx. 12.30pm** – Mr McCartney & Ms Lennie available for questions | | | | | | | | | |

\*Common room -75 chairs set up. AL Collection of timetable, diary, handbook and if available lockers keys and ICT/VLE password for new students. Registers to be taken.

# Tour to start and end in Common Room. Maps available, registration of Oyster card to be done at St.M Office. Registers to be taken. Existing students to lead tours of Upper & Lower. Students are to be mindful that lessons have begun for KS3&4, and they are to stay in small groups.