

DAILY ROUTINE

The timings of the day are shown below, although these may change slightly dependent on the choice of excursions and external bookings. Timetabled activities on site will be led by MCF staff. Visiting staff are responsible for pupils during break times and from the end of the evening activity until breakfast the next morning (9pm until 8.30am).

We ask that there is always at least one member of the visiting staff accessible and on site when activities take place at the centre. For activities and excursions based off site there should be a minimum ratio of 1 member of the visiting school staff to 10 pupils. MCF or specialist external staff will lead these activities but it is essential that visiting school staff are available to support and are ultimately responsible for the medical needs and behaviour of all pupils.

08.30 Breakfast *(supervised by MCF staff)*

09.00 Tidy rooms, prepare for activities and lessons *(supervised by visiting staff)*

09.30 Morning Session *(MCF staff)*

11.00 Break *(visiting staff)*

11.30 Morning Session *(MCF staff)*

13.00 Lunch *(MCF staff)*

14.00 Free time *(visiting staff)*

14.30 Afternoon Session *(MCF staff)*

18.00 Break *(visiting staff)*

18.30 Evening Meal *(MCF staff)*

19.30 Break *(visiting staff)*

20.00 Evening Session *(MCF staff)*

21.00 – Free time / Showers and bedtime *(visiting staff)*