

SAMPLE TIMETABLE

STUDENT WELFARE & TRANSFER OFFICER (SWO)



SUNDAY

MORNING

MEET AND GREET GROUP ARRIVING AT AIRPORT AND BRING THEM BACK TO THE SCHOOL BY COACH

AFTERNOON

EVENING

GROUP INDUCTION AND CHECK IN PAPER WORK

MONDAY

MORNING

COMPLETE NEW GROUP PAPERWORK AND COLLECT DEPOSITS

AFTERNOON

ASSIST WITH STUDENT INDUCTIONS
FREE TIME SUPERVISION*

EVENING

ADMINISTRATION
STAFF MEETING
NIGHT DUTY***

TUESDAY

MORNING

MORNING OFF

AFTERNOON

MEET INDIVIDUAL STUDENTS DEPARTING AT THE WEEKEND, DETERMINE DEPARTURE TIME

EVENING

DINNER SUPERVISION*
LIGHTS OUT DUTY**
NIGHT DUTY***

WEDNESDAY

MORNING

MORNING OFF

AFTERNOON

HOST SCHOOL MEETING
ROOM CHECKS
ACCOMMODATION PLANNING SESSION

EVENING

LIASE WITH TRANSPORT MANAGER RE. BOOKING TAXIS FOR DEPARTURES FOR THE WEEKEND

THURSDAY

MORNING

DAY OFF

AFTERNOON

EVENING

FRIDAY

MORNING

BREAKFAST SUPERVISION*
BREAK TIME SUPERVISION*
ADMINISTRATION

AFTERNOON

MID-WEEK GROUP ARRIVAL CHECK-IN AND PAPERWORK

EVENING

ASSIST WITH THE EVENING ACTIVITY
LIGHTS OUT DUTY**

SATURDAY

MORNING

MEET AND GREET GROUPS ARRIVING AT THE AIRPORT

AFTERNOON

EVENING

NIGHT DUTY***

* Student supervision includes free-time, breakfast, lunch and dinner duties. These are often 30 mins but can take more or less time depending on group sizes.

** Lights out duty is generally 10.30 PM to 11.30 PM. Duties may vary according to the needs of the centre, but the hours worked would never be more than 48 hours per week.

*** Night duty is only performed by Student Welfare Officers and Managers.