

# SUMMER 2020

## STUDENT WELFARE OFFICER SAMPLE TIMETABLE

CLASSIC COURSE	MORNING	AFTERNOON	EVENING
SUNDAY	MEET AND GREET GROUP ARRIVING AT HEATHROW AND BRING THEM BACK TO THE SCHOOL BY COACH		GROUP INDUCTION AND CHECK IN PAPER WORK
MONDAY	COMPLETE NEW GROUP PAPER WORK AND COLLECT DEPOSITS	ASSIST WITH STUDENT INDUCTIONS FREE TIME SUPERVISION*	ADMINISTRATION STAFF MEETING NIGHT DUTY***
TUESDAY	ADMINISTRATION DUTIES FOR THE CENTRE DIRECTOR	HALF DAY EXCURSION TO CAMBRIDGE	DINNER SUPERVISION* LIGHTS OUT DUTY** NIGHT DUTY***
WEDNESDAY	BREAKFAST SUPERVISION* HOST SCHOOL MEETING ROOM CHECKS	AFTERNOON OFF	NIGHT DUTY***
THURSDAY	DAY OFF		
FRIDAY	BREAKFAST SUPERVISION* BREAK TIME SUPERVISION* ADMINISTRATION	MID-WEEK GROUP ARRIVAL CHECK-IN AND PAPER WORK	ASSIST WITH THE EVENING ACTIVITY LIGHTS OUT DUTY**
SATURDAY	ROOM CHECKS		NIGHT DUTY***