



Structure of the School Day

Policy number	US026
Applies to	Upper School
Endorsed by	Head Master
Responsibility	Head Master
Date reviewed	June 2023
Next review	June 2024

Structure of Day and Registration

	M, W, F	T, Th	Saturday
Tutor Period	8.40-8.50 i	As on M, W, F	No tutor period
Period 1	8.55-9.35	”	8.40-9.20
Period 2	9.35-10.15	”	9.20-10.00
Period 3	10.15-10.55	”	10.00-10.40
Break	10.55-11.15	”	10.40-11.00
Period 4	11.15-11.55	”	11.00-11.40
Period 5	11.55-12.40	”	11.40-12.20
Lunch ii	12.30 (U6 & L6) 12.40 (5 th , R, 4 th)	”	12.20
Assembly iii	13.50-14.15	No Assembly	Matches as scheduled
Period 6	14.15-14.55	Games 14:00 – 16:00 (normal times)	
Period 7	14.55-15.35		
Period 8	15.35-16.15		
Extra-Curricular Programme starts 16.30			

Notes on the Timings

ⁱ On Wednesday morning Day Boys have House Assemblies starting at 8.35. Boarders in the paired house sometimes attend these assemblies. On Friday morning, boarders have Singing Practice in the Chapel at 8.35.

ⁱⁱ Most activities at lunchtime should start at 13:00 and finish at 13:45.

ⁱⁱⁱ Assembly takes place in the Great Hall on Monday and Friday. Assembly on Wednesday takes place in the Chapel and is known as Chapel Assembly. One year group typically has a Year Group Assembly on a Wednesday during Chapel as only four year groups can attend chapel at a time. These are scheduled by the Undermaster and may take place in the Great Hall, Erskine May Hall, or elsewhere. All boys and staff attend assemblies.

Bells and Punctuality

Bells ring at 8.35 as a five-minute warning to go to form rooms. They ring at the start and end of each period. A bell rings at 8.50 to end the tutor period and boys must be in Period 1 for 8.55. From 9.35 onwards, bells ring at the end time of each period and again five minutes into the new period. Boys changing rooms must be in their class and seated by the time the second bell rings.

Registration

A register is taken every period. The registration at the start of the morning session (8.40 am) and at the start of the afternoon session (14.00/14.15 Monday to Friday) are particularly important. When a boy is absent and the reason for absence is not already marked in the register, staff must report this to the Bellroom immediately by phone or email.