

EXAMPLE OF HOUSE MANAGER DAILY ROUTINE WEEKDAYS

(routine may change if there are medical issues/ medication that may need administering)

Weekend Routines can be flexible apart from Sunday Evening study time.

0715 Check all students are awake by 0730 on weekdays

0740 Check uniforms and personal hygiene and ensure boys are clean shaven before they go to breakfast.

0815 Make sure students leave house by 0825hrs

0830 Report Maintenance issues. Report/handover sick student updates to College Nurse by email. Ensure all documentation complete and complete room checks.

0900 Lock the doors to the house and check windows are shut.

AFTERNOON

4.30pm Open house up to students, check gardens for litter, Read handover emails and reply to all.

5.30pm Room checks to be completed, Items confiscated if not allowed. Document all findings

6.15 pm Dinner.

7.30-9.30pm Student study time, complete student checks and pastoral chats, document in boarding logs.

9.30-11pm. Quiet time. House Managers to complete all checks required, ensure documentation is up to date. Lock doors and windows.

This is an example, if you would like to make your own then please submit to Robert before New Arrivals Next year.