

Full Programme Days:

Breakfast	08.00
Morning meeting	09.00+
Activities	09.15 – 12.30
Midday meal	12.30 – 13.30
Activities	13.30 – 16.45
Evening meal	17.00
Self-led evening sessions	
Supper	21.00 (approx)
Walk round, check doors are shut	21.30 (approx)

Programme Related Routine

- After breakfast, visiting staff are required to ensure that students are readying themselves for the morning's activity. The kit requirements for the morning can be determined by consulting the programme in conjunction with the kit lists kept on the notice boards in every staff bedroom.
- During the morning meeting it is expected that students will be tidying their bedrooms. They remain in their rooms until they are fetched by visiting staff, who will direct them to their common rooms unless a different meeting place has been arranged at the morning meeting (see below). A Tidy Room Competition will generally add value to this period of time.
- The morning meeting takes place at 09.00+ in the Lounge or the dining room. It is attended by all Group Leaders and as many visiting staff and instructors as possible. The meeting will be run by the Head of Centre or a senior instructor. It will cover the day's programme with reference to safety, matters arising from previous days activities, which instructors are working with which groups and which visiting staff, and other logistical arrangements for the day. Domestic issues may also be raised at this time. Afternoon activities are also discussed at this meeting. Uncertainty over weather, or other considerations relating to afternoon sessions, may require further liaison between individual visiting staff and instructors. Exceptionally, a brief meeting at the end of lunch may be arranged.
- After the morning meeting, visiting staff will fetch their students from their bedrooms and direct them to their common rooms or other arranged meeting place. Staff leading self-led activities will meet their groups and ensure that students are appropriately dressed and equipped. They may then proceed onto the programmed activities as soon as they are prepared.
- Staff seconding adventurous activities will direct their groups to their common room or other arranged meeting place. The instructor will meet them there to ensure that students are properly dressed and equipped, and will arrange a meeting place where any further kitting up necessary will take place.
- At 13.30 all groups should be gathered in their own common room or other arranged meeting place ready to meet instructors or commence self-led activities (as outlined above). As with the morning, visiting staff should ensure that groups are as prepared as possible for the afternoon's activities by this time.

- All groups are requested to be back in the centre by 16.45 at the latest, unless a prior arrangement has been made with the Head of Centre. This allows students to change, wash, and otherwise prepare for their evening meal.