**Primary Leadership Schedules**

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| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Mary RP | Mary RP | Mary RP | Mary RP | Mary CP |
| Damien RP | Damien RP | Damien CP | Damien RP | Damien RP |
| Rob RP | Rob CP/RP | Rob RP | Rob RP | Rob CP |
| Janie will start at RP each day and go to CP each afternoon | | | | |
| Andrew CP | Andrew RP | Andrew CP | Andrew CP | Andrew RP |
| Melissa will be based at RP and go to CP as required. | | | | |
| **Primary Meetings** | | | | |
| **PLCs**  3:30pm / 3.45pm  Various Locations | **Senior Leadership Meeting**  2:00pm  RP Conference Room (ECE) | **Primary Staff Meetings/**  **Year Level, EAL, LS and Specialist Planning Meetings**  3:30pm / 3.45pm  Various Locations Staff Meetings may finish at 5pm | **Curriculum Meeting**  9:30am  CP/RP  **Primary Leadership Team**  RP Conference Room  3.30pm |  |
| **Year 2**  11.05am – 12pm  RP Room 411  **Year 5**  12:45 – 1:40pm  CP Conference Room | **Year 3**  9am – 10am  ECE Conference Room  **Year 4**  9am – 10am  RP Room 411  **EAL**  3:15 – 4:15pm  RP Room 411 | **Year 1**  10.10am – 11am  RP Room 411  **Year 6**  12:45 – 1:40pm  CP Conference Room | **Music**  3:30 – 4:30pm  RP Room 411 |  |

**Office Locations –**

* Mary has an office at RP (in the school office) and at CP (Rm 310)
* Damien has an office at RP (in the school office) and at CP (Rm 310)
* Rob has an office at RP – Rm 313 and shares Coordinators’ Office at CP (Rm 223)
* RP Coordinators’ Office – Rm 109
* CP Coordinators’ Office – Rm 223 (Western) and Rm 221 (Chinese)

**Note –** The leaders will follow the schedule above but it is subject to change. If you cannot find a Coordinator or Co-Principal, please see a Team Leader.