**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 / 3.45pmVarious Locations | **Senior Leadership Meeting**2:00pmRP Conference Room (ECE) | **Primary Staff Meetings/****Year Level, EAL, LS and Specialist Planning Meetings**3:30pm / 3.45pmVarious Locations Staff Meetings may finish at 5pm | **Curriculum Meeting**9:30amCP/RP**Primary Leadership Team** RP Conference Room 3.30pm |  |
| **Year 2**11.05am – 12pmRP Room 411**Year 5**12:45 – 1:40pmCP Conference Room | **Year 3**9am – 10amECE Conference Room**Year 4**9am – 10amRP Room 411**EAL**3:15 – 4:15pmRP Room 411 | **Year 1**10.10am – 11amRP Room 411**Year 6**12:45 – 1:40pmCP Conference Room | **Music**3:30 – 4:30pmRP 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.