Schedule for School Photos 2016 - Teacher’s Copy

**Please note the following important points:**

* The ECE and Primary School photographs will take place between Tuesday 25th October - Friday 28th October
* Photos take place in ECE Staff Room (RP) and Library (CP)
* Both class photos and individual portraits will be taken for ALL students.
* Parents have opportunity to sign up (online) for family photos, which will take place after school.

**On the photo day:**

* Please be on time - schedule is tight
* Bring your students in order of the register (alphabetical) as this will make the process quicker

**Staff Photos**

* Staff will need to have their individual photos taken; class teachers to have theirs taken at the same time as their class.
* Specialists/EAL/LS should go to the Auditorium at some point during their prep time. It is very important that every staff member has their individual photograph taken, as we will use them for the Year Book.
* The ECE & Primary staff group photo will take place on Wednesday 26th October: ECE at 3.30pm, Primary at 3.50pm on the steps near the Parent Room. Please note that all teachers need to attend this photo-shoot and should be dressed professionally.

**Monday 24th October (Day 2) – CP Library (Secondary Photo Day)**

|  |  |  |
| --- | --- | --- |
| **Period** | **Time** | **Homeroom & Teacher** |
| Before School | 7:40 | All Secondary Staff - TBC |
| Homeroom | 8:10 | 13A CCU |
| P1 | 8:30 | 13B CCU |
|   | 8:45 | 11A DST |
| P2 | 9:10 | 9B MKI |
|   | 9:35 | 7B BFI |
| Recess | 10:00 | None / Break |
| P3 | 10:15 | 8C MNI |
|   | 10:40 | 8A DVW |
| P4 | 11:05 | 10A LFI |
|   | 11:30 | 8B JOR |
| P5 | 11:55 | 7A NHO |
|   | 12:20 | 12B REN |
| Lunch 1 / PRI Chinese | 12:45 | 12A MPE |
| Lunch 2 / PRI Chinese | 13:15 | None / Break |
| P6 | 13:40 | 7C BDE |
|   | 14:00 | 10B DTH |
| P7 | 14:35 | 9A AWA |
|   | 15:05 | 11B JGR |
| 3.30 - 6.00 |  | Family Photos |

**Tuesday 25th October – ECE Staff Room (ECE Photo Day)**

|  |  |  |
| --- | --- | --- |
| **Time** | **Class** | **Lessons missed/Notes** |
| 8:00 – 8:30 | K3A |  |
| 8:30 – 9:00 | K2A |  |
| 9:00 - 9:30 | K2B |  |
| 9:30 - 10:00 | K2C |  |
| 10:00 – 10:30 |  |  |
| 10:30 - 11:00 | K3B |  |
| 11:00 – 11:30 | K3C |  |
| 11:30 – 12:00 |  |  |
| 12:00 – 12:30 |  |  |
| 12:30 – 1:00 |  |  |
| 1:00 – 1:30 | K4A |  |
| 1:30 – 2:00 | K4B |  |
| 2:00 – 2:15 | K4C |  |
| 2:15 – 2.45 | K4D |  |
| 2.45 – 3.15 |  |  |
| 3.15 - 6.00 |  | Family Photos |

**Wednesday 26th October – ECE Staff Room (Y1 & Y3 Photo Day)**

|  |  |  |
| --- | --- | --- |
| **Time** | **Class** | **Lessons missed/Notes** |
| 8:00 – 8:30 | 3A | Topic |
| 8:30 – 9:00 | 3C | Topic |
| 9:00 - 9:30 | 3B | Singing/P.C. |
| 9:30 - 10:00 |  |  |
| 10:00 – 10:30 |  |  |
| 10:30 - 11:00 |  |  |
| 11:00 – 11:30 | 1A | Pastoral Care |
| 11:30 – 12:00 |  |  |
| 12:00 – 12:30 |  |  |
| 12:30 – 1:00 | 1D | Maths |
| 1:00 – 1:30 | 1B | Maths |
| 1:30 – 2:00 | 1C | Topic |
| 2:00 – 2:15 |  |  |
| 2:15 – 2.45 | 3D | Maths |
| 2.45 – 3.15 |  |  |
| 3.15 – 4.00 |  | Primary & ECE Staff Photo |
| 4.00 – 6.00 |  | Family Photos |

**Thursday 27th October – ECE Staff Room (Y2, Y4, Y5 Photo Day)**

|  |  |  |
| --- | --- | --- |
| **Time** | **Class** | **Lessons missed/Notes** |
| 8:00 – 8:15 | 5A | \* Needs to be exactly on time – only 15 mins per Y5 class |
| 8:15 – 8:30 | 5B | \* Needs to be exactly on time – only 15 mins per Y5 class |
| 8.30 – 8.45 | 5C | Can move 5C to 2.45pm if not enough time |
| 9:00 - 9:30 | 2A | Topic |
| 9:30 - 10:00 |  |  |
| 10:00 – 10:30 | 2B | English. EAL student go to EAL after photo |
| 10:30 - 11:00 | 2C | English. Collect EAL students from EAL class prior to photos |
| 11:00 – 11:30 | 4A | Topic |
| 11:30 – 12:00 | 4C | English. EAL student go to EAL after photo |
| 12:00 – 12:45 |  |  |
| 12:50 – 1:20 | 2D | Topic |
| 1:20 – 1:50 | 4B | Maths |
| 1:50 – 2:20 | 4D | Maths |
| 2:20 – 2.45 |  |  |
| 2:45 – 3:05 |  |  |
| 3:15 – 6.00 |  | Family Photos |

**Friday 28th October (Day 5) – CP Library (Y6 Photo Day)**

|  |  |  |
| --- | --- | --- |
| **Time** | **Class** | **Notes** |
| 8:00 – 8:25 |  |  |
| 8:20 – 8:45 | 6A | Maths \*No extension maths |
| 8:45 - 9:10 | 6C | Maths \*No extension maths |
| 9:10 - 9:35 | 6B | Topic |
| 9.35 – 10.00 |  |  |
| 10:00 – 10:30 |  |  |
| 10:30 - 11:45 |  | Make-Up session (RP)/Group Photos |
| 11:45 – 12:30 |  |  |
| 12:30 – 1:45 |  | Make-Up session (RP)/Group Photos |
| 1:45 – 6.00 |  | Family Photos |

**Please note that I have added timeslots for Section Photos on each day. Please can the heads of the following sections organise their Team to have their photo taken during one of the designated times:**

|  |  |
| --- | --- |
| **Administrative Staff:**Accounts DivisionAdmissions TeamMarketing TeamGeneral Management officeDivision heads/ managersHuman Resources | **Support Staff:**RP/CP Office staffRP/CP Support DivisionRepair & Maintenance UnitAyisDriversLibrariansIT TechniciansSchool Nurse (RP & CP) |
| Roseline/NadineChris Perks/Leo Lazo |