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Description automatically generated

**Schedule for Staff In-Service Day – Monday 7th January 2019**

**Morning sessions for Everyone (RP):**

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| **Time** | **Activity** | **Location** | **People** |
| 8:00 – 8:30 | Arrival / tea & coffee | RP Cafeteria | All |
| 8:30 – 9:00 | Professional Learning  at YCIS Pudong | RP Gym | SS, MS, AY & AC  to lead |
| 9:00 – 10:00 | Developing YCIS Pudong  Definition of Learning | RP Gym | LC / LP Committee  to lead |
| 10:00 – 10:30 | Tea & coffee | RP Cafeteria | All |
| 10:30 – 12:00 | Developing YCIS Pudong  Learning Principles | RP Gym | LC / LP Committee  to lead |
| 12:00 – 13:00 | Lunch  Buses depart RP for CP at 12:45 | RP Cafeteria | All |

**Afternoon sessions for ECE (@RP):**

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| --- | --- | --- | --- |
| **Time** | **Activity** | **Location** | **People** |
| 13:00 – 14:30 | Gender Equality: Reducing Unconscious Bias | ECE Library | All ECE |
| 14:30 – 15:00 | Afternoon Break | Courtyard | All |
| 15:00 – 16:15 | Team Meetings | Classrooms | All ECE |
| 16:30 | Staff Bus Depart | RP | As needed |

**Afternoon sessions for Primary (@RP):**

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| --- | --- | --- | --- |
| **Time** | **Activity** | **Location** | **People** |
| 13:00 – 14:30 | Gender Equality: Reducing Unconscious Bias | Auditorium & Classrooms | All Primary |
| 14:30 – 15:00 | Afternoon Break | Courtyard | All |
| 15:00 – 16:15 | PBL – Unit Planning | Auditorium | All Primary |
| 16:30 | Staff Bus Depart | RP | As needed |

**Afternoon sessions for Secondary (@CP):**

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| **Time** | **Activity** | **Location** | **People** |
| 13:00 – 14:00 | Developing YCIS Pudong Guiding Principles for Home Learning | CP Staffroom | All |
| 14:00 – 15:00 | Department Meeting 1  Chinese 302; English 201; Math 225;  Art 103; PE Gym | CP Various | Depts |
| 15:00 – 15:15 | Afternoon Break | CP Staffroom | All |
| 15:15 – 16:15 | Department Meeting 2  Social Sciences 416; D&T 127; Computing 425; Science 325; Music & Drama 525 | CP Various | Depts |
| 16:30 | Staff buses depart | CP | As needed |