**Regency Park - Supervision Duty Roster 2020-21**

**Morning Supervision Duties**

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| --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Location** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **7:30 – 8:30** | **Gate Primary** | Cathy | Andrea | Mel | Cathy | Mel |
| **Gate ECE 7.30-8.05** | 1. Jon  2. Hayes  3. Elaina | 1. Veronica  2. Elaina  3. Feng | 1. Jon  2. Hayes  3. Feng | 1. Jon  2. Hayes  3 Feng | 1. Juliette  2. Elaina  3. Feng |
| **Gate ECE 7:55-8.30** | 1. Michelle/Veronica  2. Joanna  3. Angela | 1. Michelle  2. Jing  3. Joanna | 1. Juliette  2. Olivia  3. Jing | 1. Veronica  2. Angela  3. Olivia | 1. Michelle  2. Olivia  3. Angela |
|  |  |  |  |  |  |
| **7:30 – 8:00** |  |  |  |  |  |  |
| **Bus Gate** | Lucia | Tania | Roseline | Roseline | Lucia |
|  |  |  |  |  |  |
| **9:40 – 10:00** | **Play Structure (near side)**  **Field**  **Play Structure (far side)**  **Courtyard** | Emma D  Sherry C  Lily W  Frankie | Cindy Z  Jamie H  Lily W Diana D | Joe D  Emma D  Victoria P  Mira Y | Sherry C Nathan  Kathleen W  Victoria P | Joe D  Emma D  Lily W  Cindy Z |
| **10:10 – 10:30**  **(Year 3-4)** | **Play Structure (near side)**  **Field**  **Play Structure (far side)**  **Courtyard** | Rebecca P  Angelica E  Megan  James D | Joanne T  Angelica E Alex T  Paul C | Rebecca P  Jen S  Lilian L  Jade O | Eva W  Joanne T  Hannah P  Lei Lei | Joanne T  Eva W  Hannah P  Diana D |

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| **Location A** | At the temperature tent |
| **Location B** | By the ramp |
| **Location C** | Outside Rob’s office |

**Gate Duty:**

1. **Outside gate to check students have correct documents if not, lead them to designated area.**
2. **Help students fill in any forms they are missing**
3. **Stand in tent and help students through the thermal camera/QR code etc…**

**Cafeteria Supervision Duties**

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| **Time** | **Location** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **11.30-12.00** | **Year 1 Cafeteria** | Erin H  Sophie Z  Nicole V | Marc L  Sherry C  Maggie VW | Lily W  Emma D  Sherry C | Cindy Z  Vivi C  Alex T | Maggie VW  Marc L  Mira Y |
| **12:00 – 12:30** | **Year 2 Cafeteria** | Frankie  Sunny L | Mira Y Nathan | Joe D  Tom P | Vivien B  Mira Y | Lynn Y  Kirstie |
| **12:30 – 12:55** | **Year 3 Cafeteria** | Carrie Q  Lei Lei | Rachael H/Song  Rebecca P | Hannah P  Angelica E | Paul C  Temisha W | Dorothy J  Diana D |
| **12:55 – 13:20** | **Year 4 Cafeteria** | Joanne T  Kathleen W | Lisa Y  Xing L | Alex H  Lisa Y | James D  Lilian L | Carrie Q  Angelica E |

**\*\*\* Underlined teachers are in-charge**

**Outdoor Supervision Duties**

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| **11:55-12.20** | **Lunch 1** | **Play Structure (near side)**  **Play Structure (far side)**  **Field**  **Courtyard** | Nathan  Marc L  Maggie VW  Mira Y | Erin H  Diana D Vivi C  Sophie Z | Vivi C  Maggie VW  Sophie Z  Erin H | Marc L  Erin H  Lily W  Maggie VW | Sophie Z  Erin H  Nathan  Nicole V |
| **12.20-12.40** | **Lunch 2** | **Play Structure (near side)**  **Play Structure (far side)**  **Field**  **Courtyard** | Jamie H  Joe D  Tom P  Victoria P | Victoria P  Frankie Sunny L  Emma D | Lynn Y Teresa  Vivien B  Jamie H | Teresa L  Joe D  Alex T  Shirley J | Vivien B  Teresa  Victoria P  Sunny L |
| **12.40-1.00** | **Lunch 3** | **Play Structure (near side)**  **Play Structure (far side)**  **Field**  **Courtyard** | Dorothy J  Lina F  Lisa Y  Temisha W | Shirley J Dorothy J  Lina F  Lynn X | Joanne T Paul C  Janie D Eva W | Lisa Y  Sunny L Xing L  Josh W | Jade O Janie D  Rebecca P  Josh W |
| **1.00-1.20** | **Lunch 4** | **Play Structure (near side)**  **Field**  **Play Structure (far side)**  **Courtyard** | Janie D  Xing L  Josh Paul C | Alex H Lei Lei Megan  Lilian L | Lina F  Lei Lei  Dorothy J  Lynn X | Lina F  Nathan  Jamie H  Janie D | Jen S  Lilian L  James D  Rachael H/Song |

**Afternoon Supervision Duties**

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| **Time** | **Location** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **2:00 – 2:15**  **(Yr 1-2)** | **Play Structure (near side)**  **Field**  **Play Structure (far side)**  **Courtyard (shared Y1&Y2)** | Vivien B  Amy C Diana D  Alex T | Vivien B  Lynn Y  Teresa Y  Amy C | Sunny L  Josh W  Marc L Temisha W | Alex T  Lynn X  Megan  Jamie H | Josh W Vivi C  Sherry C  Temisha W |
| **2:20 – 2:35** | **Play Structure (near side)**  **Field**  **Play Structure (far side)**  **Courtyard (shared Y3&Y4)** | Kirstie M  Jen S  Shirley J Lilian L | Sophie Z  Kathleen  James D  Janie D | Xing Y Shirley J Carrie Q James D | Angelica E Shirley J Paul C  Alex H | Xing Y Frankie  Lisa Y  Lei Lei |
| **3:15 – 3:30** | **Bus** | Vivi C  Teresa L | Temisha W  Tom P | Rachael H/Song  Jen S | Lynn X  Nicole V | Lina F  Lynn X |
| **3:05 – 3:25** | **Primary Field for Departure** | Jon | Christine | Tania | Andrea | Cathy |