

DAY 1 Friday 9th August				
	Check in			Houseparents: 11 + 1 day
from 09:00	Senior 12 - 14 sign in with Katie	Michelle P	Alison S	Fisher
from 09:20	Senior 15 - 16 sign in with Lolli	Sadie H	Sadie H	Fisher
from 09:40	Senior 17 - 19 sign in with Ciara	Beverley T	Rebecca S	P/M 1
from 09:30	RPCI - sign in with Jo	Jane H	Jane H	P/M 1
	Medical desk	Surya	Yasmin K	P/M 1
	Merchandise	Caspar	Lindsey C	P/M 1
	Allocating boarding houses	Jules	Minke D	P/M G
	Greeting	Louise	Rachel D	P/M G
	Greeting	Barbara	Michelle P	P/M G
	Luggage / general	Sarah H, Lindsey C	Rebecca S	Hetherington
	Luggage / general	Alison S	Sarah H	Hetherington
from 9: 20	Orientation tours	Honor, Hannah (Ciara)	Beverley	Floating
10:15	RPCI info & orientation	Jo & Carrie		
10:15	RPC Full company meeting	All (Front desk Katie & Caspar)		
11:00-11:30 AM	Supervise break & participants to class (to 11:15 RPCI & Tookey)	All		
11:15 - 12:30	House parent team briefing, tour, fire drill info & cases to rooms	All (Front desk & cover RPCI LB's Team TBC)		
from 12:30 PM	LUNCH RPCI & Tookey (12:30) McOnie & Singleton (12:45)	All (Front desk KH, CP, JR, + floater)		
13:30 - 15:30	RPCI Studio 4	Alison S / Michelle P		
	Front desk	CP & KH Rebecca W / Rebecca S		
	Medical & Wellbeing	Surya, Jules + Lindsey		
3:30 - 15:45	TEA BREAK	All		
15:45 - 18:00	RPCI Studio 3	Minke D / Sadie H		
16:00 - 18:00	Support Physio appointments	Rebecca W		
18:00 - 19:00	DINNER RPCI (18:00) RPC (18:15)	All (Lolli & Jules/ Casper & Katie front desk)		
from 18:45	RPCI - Collect luggage & settle into dorms	All to allocated houses (Beverley - back door)		
from 19:00	RPC Collect luggage & settle into dorms	All to allocated houses		
19:15 PM	FIRE DRILL PRACTICE	All		
	Age 12 and under 8.30pm Lights out: 9.00pm			
	Age 15 and under 9.30pm Lights out: 10pm			
	Age 16 and over Back in rooms by 9.30pm			
	Age 17 - 19 Leave common room by 21:30 and return to dorms			

Day 2 - Saturday 10th August				
	Location	Name of team member		
			Houseparents:	11 + 1 day
7:00	All houses wake	ALL	Alison S	Fisher
7.15			Sadie H	Fisher
7.45	Main building door - boarding houses	Sarah	Rebecca S	P/M 1
8:00	Monitoring breakfast	Rebecca S & Sadie + ALL	Jane H	P/M 1
8:00	Check boarding houses	ALL (not breakfast team)	Yasmin K	P/M 1
8:00-9:00	Front Desk	Katie & Caspar (Lolli)	Lindsey C	P/M 1
9-9.15	Support Team meeting Foyer	ALL (Katie & Caspar RPCI)	Minke D	P/M G
9.15- 12:15	RPCI	Michelle P, Sadie	Rachel D	P/M G
10:15 - 10:30	Snack Break	ALL	Michelle P	P/M G
9:15 - 12:15	Medical /Wellbeing	Surya/Jules & Beverley	Rebecca S	Hetherington
9.15-12:15	Front Desk	Lindsey & Rebecca W	Sarah H	Hetherington
12:15-13:30	Monitor Lunch	ALL(Katie & Caspar Front Desk)	Beverley	Floating
13:00 -15:00	RPCI	Jane & Sarah		
13:00-15:00	Front Desk	Sadie & Minke		
13:00 - 15:00	Wellbeing	Jules, Surya & Sarah		
14:45 - 19:00	RPCI	Yasmin & Sadie		
15:00-19.00	Front Desk	Lindsey & Rachel		
15.00-17.00	Sports Therapist	Rebecca W		
16:15- 16:45	Tea Break 16:15 RPCI, 16:30 Senior	ALL (Katie & Caspar Front Desk)		
18:00 -19.00	Monitor Dinner	ALL		
19.00-20.30	Monitor Back Door/ Rehearsals	Michelle P		
19.00-20.30	Front Desk	Jane / Beverley		
19.00-20.30	Monitor Boarding Houses	ALL (minus those with duties)		
20:30 - 21:00	> 13 in dorms 8.30pm	Lights out: 9.00pm		
21:30 - 22:00	>15 in dorms 9.30pm	Lights out: 10pm		
21:30	16 + in rooms by 9.30pm			

Day 4 - Monday 12th August

	Location	Name of team member
7:00	All houses wake	ALL
7.15	Oversee RPCI - Park	Michelle P
7.45	Main building door - boarding houses	Sarah
8:00	Breakfast	Yasmin, Minke + ALL
8:00	Check boarding houses	ALL (not breakfast team)
8:00-9:15	Front Desk	Katie & Caspar (Lolli)
09:15 - 12:15	Front Desk	Lou, Yasmin
9:00 - 9:30	Junior Co Sign in	Katie & Caspar, Jules, Surya, LB'S team
09:30 - 10:00	Junior Orientation	Michelle P, Helen G, Vikki V, Courtney , Michelle C, Lindsey
10:00 - 10:30	Snack Break 10:00 Junior 10:15 Senior	ALL
10:15 - 10:55	Junior Company Meeting	Studio 5 All Junior HP, Jules, Surya
11:00 - 12:15	Juniors	Alison, Claude
12:15-13:30	Lunch 12:15 Junior & RPCI: 12:30 Senior	ALL(Katie & Caspar Front Desk)
13:30- 14:30	Juniors	Michelle C, Courtney
13:00-15:00	Front Desk	Beverley,
13:00 - 1500	Wellbeing	Jules, Surya & Rebecca S
15:00- 19:00	Juniors*	Sadie, Jane*
15:00-19.00	Front Desk	Michelle P,
15:00 - 19:00	Wellbeing	Jules, Surya & Rebecca S
16:00 - 18:00	Support Sports Physio	Rebecca W/ Helen
16:30-17:00	Monitor Tea break 14:30 RPCI & Juniors, 14:45 Senior	ALL (Katie & Caspar Front Desk)
17.45-19.00	Monitor Dinner	ALL
19.00-20.30	Monitor Back Door/Rehearsals	Lindsey
19.00-20.30	Front Desk	Beverley, Claude
19.00-20.30	Monitor Boarding Houses	ALL (minus those with duties)
20:30 - 21:00	> 13 in dorms 8.30pm	Lights out: 9.00pm
21:30 - 22:00	>15 in dorms 9.30pm	Lights out: 10pm
21:30	16 + in rooms by 9.30pm	

ON SITE	
Houseparents:	11 + 1 day
Alison S	Fisher
Sadie H	Fisher
Rebecca S	P/M 1
Jane H	P/M 1
Yasmin K	P/M 1
Lindsey C	P/M 1
Minke D	P/M G
Rachel D	P/M G
Michelle P	P/M G
Rebecca S	Hetherington
Sarah H	Hetherington
Beverley	Floating

RPCI All Day	
RPCI Theatre	Minke, Rachel, Yasmin
* Juniors to watch RPCI Performance 17:00 plus all available House Parents	

ARRIVING AM	
Houseparents:	10 + 1 day
Michelle C	P/M 1
Courtney L	P/M 1
Helen G	P/M G
Vikki V	P/M G
Claude M	Hetherington
Lou A	Hetherington

Day 5 - Tuesday 13th August				
	Location	Name of team member		
			Houseparents:	11 + 1 day
			Alison S	Fisher
7:00	All houses wake	ALL	Sadie H	Fisher
7.15	Junior hair	Michelle + buddies	Rebecca S	P/M 1
7.45	Main building door - boarding houses	Lou	Michelle C	P/M 1
8:00	Monitoring breakfast	Sadie, Courtney + ALL	Courtney L	P/M 1
8:00	Check boarding houses	ALL (not breakfast team)	Lindsey C	P/M 1
8:00-9:00	Front Desk	Katie & Casper (Lolli)	Helen G	P/M G
9-9.15	Support Team meeting Foyer	ALL (Katie & Caspar RPCI)	Vikki V	P/M G
9.15- 12:15	Juniors	Lindsey C, Rebecca S	Michelle P	P/M G
10:15 - 10:30	Snack Break	ALL	Lou A	Hetherington
9:15 - 12:15	Medical /Wellbeing	Surya/Jules & Michelle P	Claude M	Hetherington
9.15-12:15	Front Desk	Sarah, Michelle C	Beverley	Floating
12:15-13:30	Monitor Lunch	ALL(Katie & Caspar Front Desk)		
13:00 -15:00	Juniors	Rachel, Alison		Vikki V - working daytime
13:00-15:00	Front Desk	Lindsey, Yasmin		
13:00 - 15:00	Wellbeing	Jules, Surya & Rebecca W		
14:45 - 19:00	Juniors	Sadie, Jane		
16:00 - 18:00	Sports Therapist	Helen G		
16:15- 16:45	Tea Break 16:15 Junior 16:30 Senior	ALL (Katie & Caspar Front Desk)		
18:00 -19.00	Monitor Dinner	ALL		
19.00-20.30	Monitor Back Door/ Rehearsals	Vikki		
19:00 - 20:30	Q & A Theatre?	Sadie, Michelle C, Michelle P		
19.00-20.30	Front Desk/Quiet Zone	Claude / Beverley		
19.00-20.30	Monitor Boarding Houses	ALL (minus those with duties)		

20:30 - 21:00	> 13 in dorms 8.30pm	Lights out: 9.00pm			
21:30 - 22:00	>15 in dorms 9.30pm	Lights out: 10pm			
21:30	16 + in rooms by 9.30pm				

Day 6 - Wednesday 14th August				
	Location	Name of team member		
			Houseparents:	11 + 1 day
			Alison S	Fisher
			Sadie H	Fisher
7:00	All houses wake	ALL	Rebecca S	P/M 1
7.15	Junior hair	Vikki, Michelle P + buddies	Michelle C	P/M 1
7.45	Main building door - boarding houses	Lou	Courtney L	P/M 1
8:00	Monitoring breakfast	Alison, Lindsey + ALL	Lindsey C	P/M 1
8:00	Check boarding houses	ALL (not breakfast team)	Helen G	P/M G
8:00-9:00	Front Desk	Katie & Casper (Lolli)	Vikki V	P/M G
9-9.15	Support Team meeting Foyer	ALL (Katie & Caspar RPCI)	Michelle P	P/M G
9.15- 12:15	Juniors	Michelle P, Michelle C		
10:15 - 10:30	Snack Break	ALL	Lou A	Hetherington
9:15 - 12:15	Medical /Wellbeing	Surya/Jules & Claude	Claude M	Hetherington
9.15-12:15	Front Desk	Lou A, Helen	Beverley	Floating
12:15-13:30	Monitor Lunch	ALL(Katie & Caspar Front Desk)		
13:00 -15:00	Juniors	Vikki, Courtney		Vikki V - working daytime
13:00-15:00	Front Desk	Beverley, Rebecca S		
13:00 - 15:00	Wellbeing	Jules, Surya & Michelle P		
14:45 - 19:00	Juniors	Sadie, Claude		
16:00 - 18:00	Sports Therapist	Helen G		
16:15- 16:45	Tea Break 16:15 Junior, 16:30 Senior	ALL (Katie & Caspar Front Desk)		
18:00 -19.00	Monitor Dinner	ALL		
19.00-20.30	Monitor Back Door/ Rehearsals	Michelle P		
19:00 - 20:30	Movie Night (Theatre)	Alison, Courtney, Vikki		
19.00-20.30	Front Desk/Quiet Zone	Lou / Beverley		
19.00-20.30	Monitor Boarding Houses	ALL (minus those with duties)		
20:30 - 21:00	> 13 in dorms 8.30pm	Lights out: 9.00pm		

21:30 - 22:00	>15 in dorms 9.30pm	Lights out: 10pm			
21:30	16 + in rooms by 9.30pm				

Day 7 - Thursday 15th August					
	Location	Name of team member			
				Houseparents:	11 + 1 day
				Alison S	Fisher
7:00	All houses wake	ALL		Sadie H	Fisher
7.15	Junior hair	Vikki, Michelle P + buddies		Rebecca S	P/M 1
7.45	Main building door - boarding houses	Claude		Michelle C	P/M 1
8:00	Monitoring breakfast	Sadie, Helen + ALL		Courtney L	P/M 1
8:00	Check boarding houses	ALL (not breakfast team)		Lindsey C	P/M 1
8:00-9:00	Front Desk	Katie & Casper (Lolli)		Helen G	P/M G
9-9.15	Support Team meeting Foyer	ALL (Katie & Caspar RPCI)		Vikki V	P/M G
9.15- 12:15	Juniors	Lindsey, Helen		Michelle P	P/M G
10:15 - 10:30	Snack Break	ALL		Lou A	Hetherington
9:15 - 12:15	Medical /Wellbeing	Surya/Jules & Michelle C		Claude M	Hetherington
9.15-12:15	Front Desk	Courtney, Lindsey		Beverley	Floating
12:15-13:30	Monitor Lunch	ALL(Katie & Caspar Front Desk)			
13:00 -15:00	Juniors	Claude, Vikki			Vikki V - working daytime
13:00-15:00	Front Desk	Sadie, Michelle P			
13:00 - 15:00	Wellbeing	Surya/Jules & Alison			
14:45 - 19:00	Juniors	Michelle C, Rebecca S			
16:00 - 18:00	Sports Therapist	Helen G			
16:15- 16:45	Tea Break 16:15 Junior, 16:30 Senior	ALL (Katie & Caspar Front Desk)			
17:15 - 18 -15	Bows/Placing Rehearsal (Theatre)	ALL (Katie, Lolli, Caspar,Jules Front Desk)			
18:00 -19.00	Monitor Dinner	ALL			
19.00-20.30	Monitor Back Door	Jules, Surya			
19:00 - 20:30	Coreo Competition (Theatre)	ALL			
19.00-20.30	Front Desk/Quiet Zone	Lolli, Katie, Caspar,			
19.00-20.30	Monitor Boarding Houses	ALL (minus those with duties)			

20:30 - 21:00	> 13 in dorms 8.30pm	Lights out: 9.00pm			
21:30 - 22:00	>15 in dorms 9.30pm	Lights out: 10pm			
21:30	16 + in rooms by 9.30pm				

Day 8 - Friday 16th August				
	Location	Name of team member		
			Houseparents:	11 + 1 day
			Alison S	Fisher
7:00	All houses wake	ALL	Sadie H	Fisher
7.15	Junior hair	Vikki, Michelle + buddies	Rebecca S	P/M 1
7.45	Main building door - boarding houses	Lou	Michelle C	P/M 1
8:00	Monitoring breakfast	Alison, Lindsey + ALL	Courtney L	P/M 1
8:00	Check boarding houses	ALL (not breakfast team)	Lindsey C	P/M 1
08:00 - 09:30	Sports Therapist	Helen G	Helen G	P/M G
8:00-9:00	Front Desk	Katie & Casper (Lolli)	Vikki V	P/M G
9-9.15	Support Team meeting Foyer	ALL (Katie & Caspar RPCI)	Michelle P	P/M G
9.15- 12:15	Juniors	Claude, Helen	Lou A	Hetherington
10:15 - 10:30	Snack Break	ALL	Claude M	Hetherington
9:15 - 12:15	Medical /Wellbeing	Surya/Jules & Alison	Beverley	Floating
9.15-12:15	Front Desk	Lou, Rebecca S		
12:15-13:30	Monitor Lunch	ALL(Katie & Caspar Front Desk)		Vikki V - working daytime
13:00 -15:00	Juniors	Courtney, Michelle C		
13:00-15:00	Front Desk	Vikki, Michelle P		
13:00 - 15:00	Wellbeing	Surya/Jules & Lindsey		
14:45 - 19:00	Juniors	Sadie, Beverley		
16:00 - 18:00	Sports Therapist	Helen G		
16:15- 16:45	Tea Break 16:15 Junior, 16:30 Senior	ALL (Katie & Caspar Front Desk)		
17:15 - 18 -15	Bows/Placing Rehearsal (Theatre)	ALL (Katie, Lolli, Caspar,Jules Front Desk)		
18:00 -19.00	Monitor Dinner	ALL		
19.00-20.30	Monitor Back Door	Lou, Rebecca S		
19:00 - 20:30	Costume Party (Theatre)	ALL		
19.00-20.30	Front Desk/Quiet Zone	Lolli, Katie, Caspar, Jules		
19.00-20.30	Monitor Boarding Houses	ALL (minus those with duties)		

20:30 - 21:00	> 13 in dorms 8.30pm	Lights out: 9.00pm			
21:30 - 22:00	>15 in dorms 9.30pm	Lights out: 10pm			
21:30	16 + in rooms by 9.30pm				

