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|   | STAFF | Tutor 1 | Tutor 2 | Tutor 3 | PARENT HELPERS – Sweets & drinks | PARENT HELPERS – Traffic wardens | Cloakroom | Hall Patrol and Water Table (alternate between you) | Door (tickets etc. and help people leave at end) |
| 6:00-6:30SET UP | Mr Brown (BWS) |  |  |  |  |  |  |  |    |
| 6:30-7:00 | Miss Ritter &  Miss Flint; Mr Brown (BWS) | Miss Copley (30 mins until 7);  | Mrs Phillips (30 mins until 7) | Mr Lawrence  |  |  | First 30 mins:2 prefects, then help with Hall Patrol and Water Table | 3 prefects |  |
| 7:00-7.30 | Miss Ritter &  Miss Flint; Mr Brown (BWS) | Mrs Drayton  |  | Mr Lawrence |  |  |  |  |  |
| 7:30-8:30 | Miss Ritter & Miss Flint; Mr Brown (BWS) | Miss McNulty | Mrs Timperley | Miss Laycock  | 2nd shift  |  | Last 30 mins : 3 prefects (help with Hall Patrol and Water Table before this) | 2 prefects,  help with door when everyone out the hall. | 2 prefects |
| 8:30-9:00CLEAN UP |  |  |  |  |  |  |  |  |  |

**Roles & Responsibilities:**

**·** **Sell sweets and drinks in the hall**. If you are able to set up from 6pm please - we will need a few tables set up at the back of the Hall - both sides of the main doors. To the left Sixth formers pouring water. To the right we will have the FoSWGS refreshments with a float. I will provide the drinks, sweets and posters.

 · **Traffic attendants** – to stop cars entering school at top of drive (Must wear fluorescent jackets which are hanging on pegs near Friends’ cupboard) - We will need 2 of you at the main gate and one closer to reception from 6pm - 7/7.15pm, 8-8.45pm, then PERSON to monitor activity in the carpark area during the disco please.

**· Check bags and tickets** at the door on arrival - arrive 6.15pm (with assistance of Prefects)

**· Water Tables** Jugs & cups will be provided – Please wash and recycle as limited number provided.

**· Hall Patrol/ DJ assistants** Sticky note pads will be provided for requests. Ensure students do not access the stage/DJ.