



Date: August 2024
Review Date: August 2025
Responsibility: Second Master

EPSOM

COLLEGE

Day Routines 2024-25

Monday-Friday		
Time	Activity	Location
0800-0820	Arrive at house	In House
0820	Morning Registration HMM	In Houses
0830-0855	Tutor Period, Assembly or Chapel	Various
0900-1340	Morning lessons and Lunch	Various
1340	Afternoon Registration HMM or duty tutor	In Houses
1400-1545	Afternoon lessons and Activities	Various
1545-1610	Tea	In Houses
1610-1755	Afternoon lesson (Monday) and Activities	Various
1755	Roll – taken by HMM	In Houses
1800-1815	Depart house	In House
1815	Buses depart	Newsom Building

Saturday		
0800-0820	Arrive at house	In Houses
0820	Morning Registration	In Houses
0835-0910	Chapel	Chapel
0920-1205	Morning lessons	Various
1205-1500	Lunch and sports fixtures/activities	Various
1500	Roll for those not in matches, or who have finished commitments: taken by HMM or Matron (in the HMM's absence). Pupils may leave after commitments, or after roll at 1500, whichever is later.	In Houses

Town Leave rules for Day pupils: Day HMMs report that day pupils very rarely request this. The issue is more often parents e-mailing in to collect early for medical appointments etc.

Pupils are able to request Town Leave (i.e. to visit the Upper High Street, High Street, Ashley Centre and Sainsbury's Kiln Lane environs) but are required to abide by the following rules:

Weekdays

- In exceptional circumstances senior pupils may be granted a town leave during the week (Mon-Fri) at the discretion of the HMM;
- Prior permission must be sought in person and be granted by the HMM or Matron;
- Pupils should be in school uniform;
- Town Leave is for a maximum period of 2 hours, and all pupils must be back on site by 6pm at the latest;
- The Gate List must be signed before departure and immediately on return by each pupil themselves;
- Pupils must travel on foot, by taxi or in the College minibus. Pupils are not permitted to travel in their own car or one driven by another pupil unless they have received the appropriate permission from their HMM as per the College's driving policy;
- Pupils must carry their own mobile phones at all times so that they are always contactable by the HMM.
- Only one town leave per week will usually be granted for any pupil.