

School Guide, Example College

School year 2026-2027 · fictional school for the AI Agents workshop

1. Lesson times

The school runs a 50-minute timetable. The first lesson starts at 8.30, the last lesson ends at 16.10 at the latest. On Wednesdays lessons end at 13.50.

Period	Time
1	8.30 - 9.20
2	9.20 - 10.10
Break	10.10 - 10.30
3	10.30 - 11.20
4	11.20 - 12.10
Break	12.10 - 12.40
5	12.40 - 13.30
6	13.30 - 14.20
Break	14.20 - 14.30
7	14.30 - 15.20
8	15.20 - 16.10

2. Reporting illness and absence

If a student is ill, a parent or carer reports this before 8.15 through the parent portal or by phone to reception on 01632 960123. A sick report is valid for one day; if the student is still ill the next day, a new report is needed.

Unauthorised absence is reported to the form tutor after three periods. After sixteen hours of unauthorised absence in four weeks the school is obliged to inform the local attendance officer.

Leave outside the school holidays can only be requested from the head of year, at least six weeks in advance and with a written reason.

3. Homework and tests

Homework is posted in the digital learning environment by 17.00 on the day of the lesson. Students in years 7 to 9 have at most two tests per day and at most five tests per week. A test is announced at least five school days in advance.

A missed test is taken at the fixed catch-up slot: Tuesday, period 8. The student registers with the teacher within two school days of returning to school.

4. Phones and laptops

Phones go into the phone pouch on entering the classroom and stay there until the end of the lesson. Phones may be used during breaks and in the hall. Every student brings a charged laptop every day; the school does not lend chargers.

5. Form tutors and support

Every class has a form tutor. The form tutor is the first point of contact for students and parents. For questions about dyslexia, test anxiety or extra support, the form tutor refers to the support coordinator. A meeting with the support coordinator is always requested through the form tutor.

6. Contact

Reception: 01632 960123, on school days from 8.00 to 16.30. Email: info@examplecollege.example Address: 1 School Street, Exometown