

Summer school scheduling template

Typically schools run 2.5 days (15 didactic hours) or 5 days (24 didactic hours). Note that short schools (2.5 day) usually include one half day, and long schools (5 day) include 2 half-days.

Sample full day schedule

TIME	Sessions
8:30 AM – 10:00 AM	2 x 45 min or 3 x 30 min
10:00 AM – 10:30 AM	Coffee Break
10:30 AM – 12:00 PM	2 x 45 min or 3 x 30 min
12:00 PM – 2:00 PM	Lunch
2:00 PM – 3:30 PM	2 x 45 min or 3 x 30 min
3:30 PM – 4:00 PM	Coffee Break
4:00 PM – 5:30 PM	2 x 45 min or 3 x 30 min

Sample half-day schedule

TIME	Sessions
8:30 AM – 10:00 AM	2 x 45 min or 3 x 30 min
10:00 AM – 10:30 AM	Coffee Break
10:30 AM – 12:00 PM	2 x 45 min or 3 x 30 min
12:00 PM – 2:00 PM	Lunch