

## **2.1**

### **OPENING HOURS**

- The Ark Centre offers two daily sessions from Monday to Friday.
  - 09:00 – 12:00
  - 13:00 – 16:00
- COVID19 update – sessions finish 15 minutes earlier to allow staff to clean before and after sessions.
- The staff have preparation time 8:50 – 9:00 and paper work time 16:00 – 16:30 each day.
- The Ark Centre is shut for:
  - Each bank holiday
  - 5 working days (not including bank holiday) over Christmas and New Year (the specific dates are confirmed each year)
  
- Each calendar year, The Ark Centre closes for three INSET days. Dates to be decided each year and communicated with clients.