St Neots Town Council
Youth Building Indicative Example Timetable

Note – Indicative Schedule Only: This timetable is illustrative only to demonstrate operational management, age-group separation, and session turnaround buffers. It does not represent a fixed programme; actual session days, timings, and room uses will vary flexibly.

The purpose of this indicative to demonstrate age groups, times and how different sessions might be planned.

To manage sessions and attendance gaps will be left between sessions to allow staff to carefully manage entrance and exit from sessions, particuarly between difference age groups. These periods are shown in grey.

Targeted delivery sessions refer to panned sign up activities, such as a ASD support group, a arts and crafts work should, wellbeing or lifeskills etc.

Universal sessions refer to more open access and attendance at youth cafes and open activites or sessions in the main activity space of the proposed building. Attendance and registering at such sessions would still be a requirement.

		MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			SUNDAY		
		Main Room	Activity Room	Meeting Room	Main Room	Activity Room	Meeting Room	Main Room	Activity Room	Meeting Room	Main Room	Activity Room	Meeting Room	Main Room	Activity Room	Meeting Room	Main Room	Activity Room	Meeting Room	Main Room	Activity Room	Meeting Room
	09:00																	Preparation time				
	09:15																					
	09:30																					
	09:45																					
	10:00																					
Building Closed to Open Access	10:15																					
	10:30																					
	10:45	Closed	Room available for staff training, meetings, partnership work, local youth providers	Partnership Working i.e Young Person Counselling, use of spaces targeted provision	Closed	Room available for staff training, meetings, partnership work, local youth providers	Partnership Working i.e Young Person Counselling, use of spaces targeted provision	Closed	Room available for staff training, meetings, partnership work, local youth providers	Partnership Working i.e Young Person Counselling, use of spaces targeted provision	Closed	Room available for staff training, meetings, partnership work, local youth providers	Partnership Working i.e Young Person Counselling, use of spaces targeted provision	Closed	Room available for staff training, meetings, partnership work, local youth providers	Partnership Working i.e Young Person Counselling, use of spaces targeted provision	8 - 11 yr Universal Session	8 - 11 yr Targeted Session		One off events/activites		
	11:00																					
	11:15																					
Staff and Partnership Working	11:30																					
	11:45																					
	12:00																					
	12:15																		Room available as quiet space to support 1-to-1 if needed			
Space for target delivery	12:30																					
	12:45																					
	13:00																					
	13:15																					
	13:30																					
	13:45																					
	14:00																Preparation and Turn Around					
	14:15																					
	14:30																					
	14:45																					
	15:00																					
	15:15																11 - 17 yr Universal Session					
	15:30	8 - 11 yr Universal Session			8 - 11 yr Universal Session			8 - 11 yr Targeted Session			11 - 17 yr Target Session			8 - 11 yr Universal Session								
	15:45																					
	16:00		8 - 11 yr Targeted Session														Youth Café Activites	11 - 17 yr Target Session Youth Council				
	16:15																					
	16:30																					
	16:45			Room available as quiet space to support 1-to-1 if needed			Room available as quiet space to support 1-to-1 if needed			Room available as quiet space to support 1-to-1 if needed			Room available as quiet space to support 1-to-1 if needed			Room available as quiet space to support 1-to-1 if needed						
	17:00																					
	17:15					11 - 17 yr Target Session Youth Council		8 - 11 yr Universal Session			11 - 15 yr Universal Session				11 - 17 yr Target Session Youth Council							
	17:30	11 - 17 yr Universal Session							8 - 11 yr Targeted Session			11 - 17 yr Target Session Youth Council										
	17:45				11 - 15 yr Universal Session																	
	18:00																					
	18:15													11 - 15 yr Universal Session								
	18:30		11 - 17 yr Target Session Activites														17-19 yr Targeted Session					
	18:45																					
	19:00																		1-1 Advice i.e C Card			
	19:15																					
	19:30																					
	19:45				15 - 17 yr Universeal Session						15 - 17 yr Universeal Session			15 - 17 yr Universeal Session								
	20:00						1-1 Advice i.e C Card						1-1 Advice i.e C Card									
	20:15																					
	20:30																					
	20:45																					
	21:00																					