

## Using rotas in childcare settings

You may need to read and understand rotas. This rota shows where each member of staff is working.

Staff rota W/C 1 May					
	Mon	Tues	Wed	Thurs	Fri
Elaine	B/H	8 - 4.00 (B)	8 - 4.00 (B)	8 - 4.00 (B)	8 - 4.00 (B)
Jane	B/H	8 - 12.00 (B)	8 - 12.00 (B)	12 - 4.00 (B)	12 - 4.00 (B)
Sahar	B/H	12 - 4.00 (B)	12 - 4.00 (B)	8 - 12.00 (B)	8 - 12.00 (B)
Pam	B/H	8 - 4.00 (B)	8 - 4.00 (B)	D/O	D/O
Michael	B/H	D/O	D/O	8 - 4.00 (B)	8 - 4.00 (B)
Jen	B/H	8 - 4.00 (T)	8 - 4.00 (T)	8 - 4.00 (T)	8 - 4.00 (T)
Natalie	B/H	8 - 4.00 (T)	8 - 4.00 (T)	8 - 4.00 (T)	8 - 4.00 (T)
Saira	B/H	8 - 4.00 (T)	8 - 4.00 (T)	8 - 4.00 (T)	8 - 4.00 (T)

### Reading a rota

- Read the **title**, the **column headings** and the **row headings** to find out what the rota is about. This rota is about staff duties for the week commencing 1 May.
- Track **down the column** for the day you need.
- Track **across the row** for the person you need.
- **Read the information in the box where the column and row meet** to see when and where a staff member is working.

**Abbreviations** are used to save space.

**For example:**

<b>W/C</b>	week commencing	<b>Mon</b>	Monday
<b>(B)</b>	baby room	<b>(T)</b>	toddler room
<b>D/O</b>	day off	<b>B/H</b>	bank holiday