

Monday 16<sup>th</sup> May

Dear Parent/Carer

**Consultation Regarding the Proposal to Change the Start and Finish Times of the School Day****Context**

On 7<sup>th</sup> December 2015, I formally initiated the process of working towards changing the finishing time of the school day on a Thursday, which if broadly supported would be implemented in September 2016.

The first part of the process was introducing the concept to the academy's Full Governing Body (FGB) and gaining their collective support, which was minuted as 'unanimous'. I have assured the FGB that I will adhere to the published time scale, which involves formally consulting all stakeholders, collating responses, and then returning to the Chair on Friday 17<sup>th</sup> June with a firm recommendation.

The recommendation was founded on what we as a professional educational leaders believe will support us in our quest to continue to raise standards in the school, taking into consideration the views of all stakeholders. I restate our collective intention to be the leading school in the city, and be considered an outstanding school for our students, staff and wider community.

Please have my reassurance that this process will be led and managed in a fair, open and transparent manner, whilst understanding that any recommendation may not be democratic. The final recommendation document for the Chair in June, be it in favour of change or otherwise, will incorporate a summary of the collated responses, and will be made available to all stakeholder groups.

**Managing the Responses Generated by the Consultation Process**

I anticipate that there may be wide-ranging views from all involved groups and it is crucial that all groups can engage in the consultation process. For this reason, we will ask all individuals wishing to comment or to make any suggestions or observations, to please put these in writing, addressed to me at school.

'Nil responses' from stakeholders who choose not to participate in the consultation will be interpreted as 'broadly supportive' of the change.

I have endeavoured to think of some of the questions which you may wish to be answered which are not obviously addressed in this paper. There is a section towards the end of the document which you may find helpful.

Should Parents/Carers wish to express their views or ask questions of the Principal beyond submitting a written response, there is a Parent/Carer Q and A meeting which you can attend detailed overleaf. It would be helpful if you contact the academy indicating if you are intending to attend the meeting so that we can assign the most appropriate venue.

Please be advised that the final date for responses is 5pm on Thursday 9<sup>th</sup> June, responses received after this date will not be considered. Please also note that anonymous or unnamed responses will be discounted.

Date	Time	Event
Tuesday 24 <sup>th</sup> May	5.30pm-6.30pm	Parent/Carer Q&A Meeting

### **Time Scale for Consultation and Decision Making for All Groups**

Monday 7 <sup>th</sup> December 2015	Proposal to change the school day to ensure teachers have protected planning time in subject teams discussed at Vice Principal level.
Monday 18 <sup>th</sup> January 2016	Proposal to change the school day to ensure teachers have protected planning time in subject teams discussed at SLT.
Wednesday 17 <sup>th</sup> March 2016	Discussion at FGB (Full Governing Body) concerning the changes to GCSEs and assessment in key stage 3 and decision to consult on changing the school day.
w/c 16 <sup>th</sup> May 2016	Information shared with staff during Wednesday CPD. Shared with Local Authority, Local Community etc.
w/c 16 <sup>th</sup> May 2016	Distribution to Parents/Carers of the proposal document and information on how to respond
Tuesday 24 <sup>th</sup> May 2016 (8.15am)	Staff Q and A meeting
Tuesday 24 <sup>th</sup> May 2016 (5.30pm-6.30pm)	Parent Q and A meeting
w/c 23 <sup>th</sup> May 2016	Presentation to Students
Thursday 9 <sup>th</sup> June 2016	Closing Date for Consultation responses from All Stakeholder Groups
Friday 10 <sup>th</sup> June 2016- Wednesday 15 <sup>nd</sup> June 2016	Collate Responses
Friday 17 <sup>th</sup> June 2016	Final recommendation made to the Chair of Governors
w/c 20 <sup>th</sup> June 2016	Confirmation of Decision with new or unaltered arrangements to all Stakeholders

Information presented to the Full Governing Body on Wednesday 17<sup>th</sup> March  
(Amended format)

### **Introduction and Context**

In response to the Government's education agenda, the changes to GCSEs and removal of national curriculum levels as a means of assessing and reporting on current achievement in Key Stage 3, as an Academy we wish to consult on the school day to ensure that students still have access to a broad and balanced curriculum, and at the same time ensuring teachers have sufficient time in subject teams to plan and review, in light of assessments. In order to do this, we are proposing to remodel the school day.

Monday-Thursday we currently operate six, sixty minute sessions (6 x 60), two after registration and prior to break, two prior to lunch and two following lunch. On a Friday we operate five, sixty minute sessions (5 x 60), two after registration and prior to break, two prior to lunch and one following lunch.

To ensure that teachers have sufficient time in subject teams, I believe we should finish the school day earlier on a Thursday at 3pm. This will allow teachers to have 2 hours of protected time. Whilst the earlier finish could be scheduled for another day, I believe that having the consistency of a 4pm finish Monday-Wednesday followed by a 3pm finish Thursday-Friday will be easier for students, parents and carers.

### **What are the advantages to finishing at 3pm on an additional day?**

- Protected time for teachers within subject teams in order to plan, assess and review in light of the new assessments.
- Improved quality of teaching and learning as a result of the increased co-planning will lead to improved outcomes for all students

### **What are the implications of finishing at 3pm on an additional day?**

- There will be a loss of 1 hour curriculum time in each year group
- Staff may need to make adjustments to their after school domestic routines to facilitate remaining on site until 5pm
- Students and parents/Carers\* may need to make adjustments in their afternoon domestic/professional routines in light of the earlier finish
- Student supervision rotas in detention, enrichment and intervention will require adjustments

#### **Implications for Parents/Carers\***

Whilst I recognise that some parents/carers will be dependent upon the school day to facilitate their own working routines, our primary institutional objective is that of educational provider and our decision must be based on what we believe is best for the students in supporting them to maximize their potential in school. In respecting the professional routines of parents/carers, we must be sure to give them maximum notice to give them reasonable time to make adjustments should there be a change in September 2016.

Sharon Hollows  
Principal  
March 2016

The department for Education advises the following in their Guidance for Schools and Attendance issued in October 2004.

The decision to alter the school day will be taken by the Governing Body and the Senior Leadership Team- there is no requirement for consultation and agreement with stakeholders, however, clearly it would be unwise not to.

### **School Day**

Every school day must have two sessions divided by a break. The length of each session, break and the school day is determined by the school's governing body. The governing body has the power to revise the length of the school day as it sees fit. There is no requirement to consult parents on revisions to the school day but it can assist parents to do so.

### **Timescale**

We are proposing to give parents/carers and staff **two months' notice** prior to the start of the new arrangements which would commence at the **beginning of the next school year**.

### **Charter Academy- Steps in changing the day (Thursday only)**

#### **General Consultation**

Once approval has been granted by the Governing Body, we will consult with stakeholders.

#### **Consultation with staff**

All persons employed at the school in a teaching capacity will be consulted to establish and respond to any concerns or objections.

#### **Consultation with parents/carers**

Consultation with parents/carers will be promoted via the academy's newsletter, website and social media sites. Parents/carers will be able to respond in writing to the Principal.

#### **Notification of change:**

When the governing body takes a final decision around changes to the school day, consideration should be given to any comments made during the consultation. All parents/carers, employees of the school and other interested parties will be **notified of the intended change two months before the change is due to take effect**.

## Start and Finish Times for Local Secondary Schools

School	Start time	Finish time
<b>Local Secondary Schools</b>		
Priory	8.25am	2.50pm
Portsmouth Academy for Girls	8.45am	3pm
St Edmunds	8.30am	3pm
Milton Cross	8.45am	2.55pm
ALNS	8.25am	3.05pm (3.15pm on Wednesdays)
Mayfield	8.45am (8.15am for Y7/8)	3pm
Springfield	8.45am	3.25pm

## **Current School Day**

### **Monday to Thursday**

08.50-09.15 Registration/Assembly  
09.15-10.15 Period 1  
10.15-11.15 Period 2  
11.15-11.30 Break  
11.30-12.30 Period 3  
12.30-13.30 Period 4  
13.30-14.00 Lunch (students in year 7 and year 8 13.15-14.00)  
14.00-15.00 Period 5  
15.00-16.00 Period 6

### **Friday**

08.50-09.15 Registration/Assembly  
09.15-10.15 Period 1  
10.15-11.15 Period 2  
11.15-11.30 Break  
11.30-12.30 Period 3  
12.30-13.30 Period 4  
13.30-14.00 Lunch (students in year 7 and year 8 13.15-14.00)  
14.00-15.00 Period 5

## **Proposed School Day**

### **Monday to Wednesday**

08.50-09.15 Registration/Assembly  
09.15-10.15 Period 1  
10.15-11.15 Period 2  
11.15-11.30 Break  
11.30-12.30 Period 3  
12.30-13.30 Period 4  
13.30-14.00 Lunch (students in year 7 and year 8 13.15-14.00)  
14.00-15.00 Period 5  
15.00-16.00 Period 6

### **Thursday and Friday**

08.50-09.15 Registration/Assembly  
09.15-10.15 Period 1  
10.15-11.15 Period 2  
11.15-11.30 Break  
11.30-12.30 Period 3  
12.30-13.30 Period 4  
13.30-14.00 Lunch (students in year 7 and year 8 13.15-14.00)  
14.00-15.00 Period 5

## Your Questions Answered

### **Will my child be missing out on an hour of education a week?**

No. We have restructured tutor time and the enrichment programme to ensure that our students are not missing out.

In year 7 tutor time has been restructured so that the basic numeracy skills usually delivered in one of the maths lessons each week can be delivered during tutor time. This will increase the amount of maths taught from 5 hours each week to 5 hours 20 mins each week. All year 7 tutors will be maths teachers so that the numeracy skills are taught by specialists.

In year 8 a similar approach is being taken to develop the students reading skills which are usually focused on in one of the English lessons each week. This will increase the amount of English taught from 5 hours to 5 hours and 20 mins each week. All year 8 tutors will be English teachers so that these reading skills are taught by specialists.

In years 9-11 students will now have 1 hour of core PE as part of their timetable. Whilst we recognise the importance of PE lessons in contributing to a healthy lifestyle, increasingly students are wanting to use core PE time for independent study in other subjects. In year 11 nearly half of the students have asked to use this time as independent study or for additional support in other subjects. Students will still have the opportunity to choose GCSE PE as one of their GCSE pathways. Students will be given priority for the enrichment activities.

### **What will happen with detentions, intervention and enrichment on a Thursday?**

These will be unaffected by the planned changes. The PE department are planning to invite external coaches to run enrichment activities onsite and the off-site enrichment activities offered by Parkwood will be unaffected.

### **Will the decision be a democratic one made by staff or any other stakeholder group?**

No. The recommendation will be made with more weighting given to the educational reasoning which staff have been invited to comment on. We will consider the views of staff, parents/carers and students, particularly if a large proportion indicates a significant inconvenience. However, we will bear in mind that if there is a change, this will become the 'norm' for new staff and incoming students, and in time, all our current staff and students will leave.

### **Will individual parents/carers be able to appeal against a decision to change should this be the recommendation?**

No. Providing the process is completed to allow two months written notice, there is no mechanism for appeal.