





Respect – Commitment – Success
Parch – Ymrywmiad – Llwyddiant

SCHOOL SESSION TIMES

Document Version Control

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| Chair of Governors |  |
| Headteacher |  |

Introduction

The purpose of this policy is to ensure that the structure of the school day provides the best possible framework for teaching and learning. Our aim at Radyr Comprehensive School is to allow sufficient time to ensure delivery of a broad and balanced curriculum and collective worship, as well as the necessary time for registration and breaks.

Information for governors on the procedures which community and VC schools and the Local Authority must follow in order to change the times of school sessions. No action is required unless consideration is being given to changing school session times.

The Changing of School Session Times (Wales) Regulation 2009 came into force on 1 April 2009, replacing the Changing of School Session Times (Wales) Regulations 2000.

The new regulations re-enact the previously laid down procedures which the Governing Bodies of community and voluntary controlled schools are required to follow to change the times of school sessions. For the first time, the regulations also enable the Local Authority to change the start and end of a school day at any maintained school where it considers that such a change is necessary to promote the use of sustainable modes of transport or to improve the efficiency or effectiveness of travel arrangement. Changes can only be made following appropriate consultation.

The procedure to be followed by Governing Bodies of community and VC schools

This remains unchanged and is summarised as follows:

- i. Governors must consult on proposed changes with the Local Authority, the Head Teacher and all other staff of the school;
- ii. Governors must prepare a statement containing details of the proposed changes, when they are due to take place, any comments received at step (i) and the details of a meeting to be held to enable parents to discuss the proposal. This must be circulated to parents at least two weeks before the meeting;
- iii. The meeting should be controlled by the Governing Body and be open to all parents of registered pupils, the head teacher and anyone the governors may invite;
- iv. Governors must consider any comments made and determine whether or not to implement the proposal with or without modification and inform parents and the local authority;
- v. Changes to the beginning or end of the school day can only be implemented at the beginning of a school year and a minimum of three months' notice must be given;
- vi. Changes to the midday break can be implemented at the beginning of any term. A minimum of six weeks' notice is required.

Voluntary Aided Schools

The regulations stipulating the procedures to be followed above do not apply in the case of voluntary aided schools. The procedure in voluntary aided schools is a matter for the Governing Body. The principles of consultation should, however, still be applied.

The procedure to be followed by the Local Authority

The new regulations enable Local Authority to make proposals to change the beginning and/or end of the school day at any maintained school where such a change is necessary to promote the use of sustainable modes of transport or to improve the efficiency or effectiveness of travel arrangement. The procedure is as follows:

- i. The Local Authority must consult on proposed changes with the governing body, the head teacher and all other staff of the school;
- ii. The Local Authority must prepare a statement containing details of the proposed changes, when they are due to take place and the details of a meeting to be held to enable parents, staff and governors to discuss the proposal. This must be circulated at least two weeks before the meeting;
- iii. The meeting should be under the control of the Local Authority and open to parents, governors and staff and anyone the Local Authority may invite;
- iv. The Local Authority must consider any comments received and determine whether or not to implement the proposal with or without modification;
- v. Changes to the beginning or end of the school day can only be implemented at the beginning of a school year and a minimum of three months' notice must be given to parents, staff and governors.

Consultation

Schools are strongly advised to have informal discussions with the Local Authority concerning any proposed changes to the beginning or end of a school day before embarking on the formal consultation process. This will enable early identification of any issues, which may otherwise mean the Local Authority seeking to reverse a change due to transport implications.

Formal consultation with the Local Authority should be via email and should contain details of current and proposed session times and proposed implementation date.

If the change is to the time that a school session begins in the morning or ends in the afternoon, the governing body must give at least three months' notice of the change and the change must only take effect at the beginning of a school year. Otherwise it must give at least six weeks' notice, and the change can only take effect at the beginning of a school term.

Roles and responsibilities of governors

The Governing Body at Radyr Comprehensive School will ensure that, if changes are being considered to the school day, the Head Teacher will consult fully with the staff, parents, pupils, and the Local Authority to ensure that:

- A statement is prepared specifying the proposed change and, if required to do so by the Local Authority;
- Provide a copy of the statement to all parents and make copies available for inspection at the school;
- Call a meeting, if requested by parents to discuss the proposed change;
- Consider any comments made and decide whether to implement the proposed change, with or without any modification;
- Inform the Local Authority and parents of any change before it takes effect.

Arrangements for monitoring and evaluating

The annual review of the curriculum will consider whether an appropriate amount of time is allocated to each curriculum area, and if required, recommendations for a change will be made to the Governing Body by the Head Teacher. When changes are made feedback will be sought from pupils, staff and parents at the end of the first year.

The current school session timings

| Year 7, 10, 12, 13 | | | Year 8, 9, 11 | | |
|--------------------|-------|-------|-----------------|-------|-------|
| Period | Times | | Period | Times | |
| School opens | 08:15 | | School opens | 08:15 | |
| Transition Time | 08:25 | 08:30 | Transition Time | 08:25 | 08:30 |
| Registration | 08:30 | 08:50 | Registration | 08:30 | 08:50 |
| Transition Time | 08:50 | 08:55 | Transition Time | 08:50 | 08:55 |
| Period 1 | 08:55 | 09:55 | Period 1 | 08:55 | 09:55 |
| Period 2 | 09:55 | 10:55 | Period 2 | 09:55 | 10:55 |
| Break | 10:55 | 11:15 | Break | 10:55 | 11:15 |
| Period 3 | 11:15 | 12:15 | Period 3 | 11:15 | 12:15 |
| Lunch | 12:15 | 13:05 | Period 4 | 12:15 | 13:15 |
| Period 4 | 13:05 | 14:05 | Lunch | 13:15 | 14:05 |
| Period 5 | 14:05 | 15:05 | Period 5 | 14:05 | 15:05 |