



Re: Change to school day – Consultation

Dear Parent/Guardian/Student/Stakeholder,

We are writing to you as part of a consultation process to make changes to the school day. The changes, alongside the rationale for change, are set out below. We have gone through the process of consulting staff at the Academy and would like to take on board your views before putting in place any changes for September.

Change	Rationale
Earlier start time	This will allow students to have a meaningful period of time in form time each morning and assembly time; which is essential for students to make the right start to the day.
5 min longer break and 5 min shorter lunch	This will enable all students to comfortably visit the canteen and make a punctual start to lessons after break; this is currently an issue for students due to the limited time.
Early finish on Wednesday	School day will finish early on Wednesday to allow staff to have an extended period of professional development. This will ensure we can support our staff in delivering the best possible education to all students. It will provide staff with the opportunity to visit other schools and attend meetings with external training providers without affecting lessons.
Optional Enrichment on Wednesday	The opportunity for students to stay in school until 3pm on Wednesday and take part in enrichment/extra-curricular activities; these will include activities such as the Duke of Edinburgh Award, Sports Activities, Homework club etc. This will support parents/guardians who are unable to collect students until 3pm.
PSHE Days	In order to facilitate workshops/visiting companies/speakers and run more project work, the weekly PSHE session will be replaced with a collapsed timetable day each half term.
Sixth Form	Sixth Form lessons will finish at the same time as the rest of the school; except for Tuesday when students will have a period 7 and Wednesdays when students will have compulsory enrichment or work experience.

The below table shows the new timetable and times of the day:

Monday, Tuesday*, Thursday and Friday		Wednesday	
Period	Times	Period	Times
Form	8:40 – 9:00	Form	8:40 – 9:00
Period 1	9:00 – 9:50	Period 1	9:00 – 9:50
Period 2	9:50 – 10:40	Period 2	9:50 – 10:40
Break	10:40 – 11:00	Break	10:40 – 11:00
Period 3	11:00 – 11:50	Period 3	11:00 – 11:50
Period 4	11:50 – 12:40	Period 4	11:50 – 12:40
Lunch	12:40 – 13:20	Period 5	12:40 – 13:30
Period 5	13:20 – 14:10	Lunch	13:30 – 14:00 – <i>School Finishes</i>
Period 6	14:10 – 15:00	Enrichment	14:00 – 15:00

* Post 16 lessons will finish at 15:50pm each Tuesday.

If you have any feedback on any element of the above proposal; please complete the below form and return to the Academy reception by Monday 27th March 2017.

Yours sincerely,



P. Patel
Principal

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Name:	Name of child if at school:
Name of organisation if applicable:	

Response:

Signature:	Date:
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