

Friday 23 March 2018

Dear Parents and Carers,

### **Changing the School Day: Consultation**

I am writing to you as part of a consultation process to make changes to the school day. The changes, alongside the rationale for change and timescales are set out below. We would like to take on board your views before putting in place any changes for September 2018. This consultation is taking place at Wellsway School and IKB as we share learning time in KS5.

In summary, the proposal seeks to ensure:

1. A shorter lunch than the current 40 minutes (reducing by just 5 minutes);
2. A tutor time at the start rather than in the middle of the day;
3. A day which continues to allow for shared provision at KS5 with both Wellsway School and IKB.
4. Allowing more time at the end of the day for extracurricular activities and revision sessions but still allowing for students to get home at an appropriate time.
5. Allowing students to access more regular/appropriately timed public transport.
6. There is no loss of learning time as there will still be five, one hour teaching periods delivered over the course of the day.
7. Securing visitors and speakers for assemblies will be easier.

### **Why change the school day from its current format?**

The need for change has been agreed by the school's leadership team as a result of the following:

#### *Student voice*

I have repeatedly been asked both formally and informally by many students to shorten the length of lunchtime. Many students have confirmed that they would favour a shorter lunch as they are currently eager to begin the afternoon session and are often waiting by classrooms.

### *Student behaviour*

We strive for the highest standards of conduct from our students and our records from Friday lunchtimes demonstrate that reducing the length of the lunch break will reduce the number of behaviour incidents which occur during this time and maintain student focus on learning in the afternoon.

### *Tutor time at the start of the day*

By moving tutor time to the start of day, it will allow the school's pastoral team to deal with any issues that have happened the previous day or overnight more effectively without disrupting students' learning in lesson time. It will also allow for our more vulnerable students to meet with their learning mentor or other agencies supporting them in order to prepare them for the school day ahead. It allows the school to reinforce key expectations around uniform and coming to school equipped at the start of the day rather than in the middle and would enhance the work that child's tutor does with them in order to prepare them for the day.

### *Attendance*

Attendance of students at the Academy is a key priority and as highlighted in our Ofsted report is below the national average. By allowing tutors time to meet with students at the start of the day we will be able to address any attendance issues early and work with parents/carers to ensure we have the appropriate information regarding our student attendance.

The tutor period will remain an opportunity for a weekly House Assembly to introduce key themes & reinforce our core values in addition to giving out key notices and to meet individual students to discuss their progress, which we feel would achieve better results and have more impact at the start of the day.

Finally, it ensures that any punctuality issues that can be caused by rush hour traffic disruptions, especially with students on buses, do not impact on lesson time.

How will we ensure the changes are made smoothly without disruption?

**In deciding the new timings, we have considered the following aspects of school life:**

### *Dining facilities*

We currently run a 40 minute lunch during which we are able to serve all the students wanting to purchase hot food. Therefore, we are confident 35 minutes would be sufficient time to serve all students. We will continue to run a slightly extended lunch for the first two weeks of the academic year for the new Year 7 students to ease their transition into secondary school.

### *Assemblies at the start of the day*

By having our assemblies at the start of the day in M90 we will be able to clear the space so that it can be used for activities during the rest of the school day without the need to disrupt these for the afternoon assembly. This will also support our Year 11 students as we will be using this area for staging their exams.

### *Impact on extra-curricular activities*

A 3.15pm finish time means that clubs end in the dark in the winter months and it is a late finish for both students and staff. Our commitment to running after school activities remains unchanged and I believe that an earlier finish time will allow staff the opportunity to run further after school clubs.

Aligning our end of the day with other local secondary schools will help with arranging sporting fixtures. Currently students are occasionally withdrawn early from Period 5 which would be less likely in this model.

From a safety perspective it will also mean students having fewer days where they travel home from school in the dark, especially when attending an after school activity which we hope will lead to increased participation.

### *Buses*

We shall consult with the bus companies but we are confident that they will be able to accommodate these changes from September 2018 and the finish time of 3pm will enable more students to access public transport.

### Proposed New Timings

| <b>Activity</b>                       | <b>Monday - Friday</b> |                   |
|---------------------------------------|------------------------|-------------------|
|                                       | <b>Lesson start</b>    | <b>Lesson end</b> |
| <b>a.m. Registration (assemblies)</b> | 8.45am                 | 9.05am            |
| <b>Lesson 1</b>                       | 9.05am                 | 10.05am           |
| <b>Lesson 2</b>                       | 10.05am                | 11.05am           |
| <b>Break</b>                          | 11.05am                | 11.25am           |
| <b>Lesson 3</b>                       | 11.25am                | 12.25pm           |
| <b>Lesson 4</b>                       | 12.25pm                | 1.25pm            |
| <b>Lunch</b>                          | 1.25pm                 | 2.00pm            |
| <b>Lesson 5 (p.m. registration)</b>   | 2.00pm                 | 3.00pm            |

### Consultation Arrangements

The Scheme of Delegation (available on the school website) states that the Academy Governance Committee (previously known as the Local Governing Body) be consulted on any proposed changes to the school day. Under the Scheme of Delegation it is for the Executive Team to make the decision on any proposed changes to the timing of the school.

Alongside this consultation with parents & carers there will also be consultation with members of the Academy Governance Committee, students, staff and other stakeholders running concurrently.

To ensure the shared provision across our family of Trust schools is maintained at KS4 and KS5 the proposed timings of the school day have been formulated through discussion with our sister schools, IKB Academy and Wellsway School and we all agree that what is being proposed meets the needs of all schools. As such there will be similar consultations running at these schools over the same period.

Please email any comments you have regarding the consultation to [headspa@sblonline.org.uk](mailto:headspa@sblonline.org.uk) . The consultation period will end at 12pm on Wednesday 18<sup>th</sup> April 2018. We will then consider the comments and will inform all stakeholders of the outcome before the end of Term 5 to facilitate any changes that may occur from September 2018.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Dean Anderson', with a long horizontal stroke extending to the right.

**Dean Anderson**  
**Principal**