

February 2019

# Consultation on Asymmetric Week



St Francis Catholic Primary School



**St. Francis Catholic Primary School**

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**THE DIOCESE OF MENEVIA**

Headteacher: Mrs. S. Roberts

Deputy Headteacher: Miss S. Mansfield

February 2019

## **CONSULTATION DOCUMENT**

Dear Parents/Carers,

St Francis Catholic Primary School would like to consult pupils, parents, staff, the local authority and the trade unions on a change to:

1. the start and end times of the school day; and
2. changes to the length of the school day on Mondays to Thursdays and on Fridays

*The following information given is in respect of legal duties with regard to the Welsh Statutory Instruments 2009 No. 572 (W.54) and the Changing of School Session Times (Wales) Regulations 2000.*

### Legal Duties

- Pupils have to receive at least 380 sessions of education in an academic year.
- An academic year has 195 days, 5 of which will be designated as Staff Training Days, so therefore pupils have to be in school for 190 days.
- The allocation of staff training days is decided by Pembrokeshire County Council, Welsh Government and the school according to training requirements and priorities.
- In Wales, term dates are set by Welsh Government and are adopted by Pembrokeshire County Council.
- School day timings are not set by Welsh Government. The governing body may set the start and end times of the school day.
- The governing body may decide the structure, number and length of teaching periods and times of break and lunch times.
- The governing body must give at least three months' notice to parents when changing the time that a school session begins in the morning or ends in the afternoon.
- The changes to the school day must only take effect at the beginning of a school year.
- The am and pm session in the school day should be separated by a recreational break.

### **Why are we considering a change in our school times?**

All primary schools in the Milford Haven cluster are proposing to consult on a change to session times. The model will be broadly the same across all schools, although timings of the school day may be slightly different for each school.

St Francis Catholic Primary we are committed to improving outcomes and wellbeing for all learners and develop within them an independent ability to apply knowledge and skills and to achieve excellence. Our continued improvement in pupils' writing is the result of ambitious collaboration with our partner schools in the Milford Haven cluster in our commitment to improve GCSE outcomes for young people across the Milford Haven catchment.

At an exciting time of change, and the shaping of the New Curriculum for Wales, we are keen to continue to further raise academic standards and improve pupils' well-being and independent learning skills. We believe that changing the school week is an important step in achieving these aims. The objectives are to:

1. Ensure highly productive use of learning and teaching time with the aim to further improve learning outcomes for all our pupils.
2. Develop a highly skilled workforce through professional learning (CPD) during dedicated weekly time for staff to develop their skills and expertise together.
3. Improve the wellbeing of pupils, families and staff by opening opportunities to pursue sports, interests and personal development.

**Proposed model:**

**Monday – Thursday**

**Nursery/FP (Yrs R, 1&2) 8.50am – 3.15pm**

**KS2 (Yrs 3 – 6) 8.45am – 3.20pm**

**Fridays**

**Nursery/FP (Yrs R, 1&2) 8.50am – 12.15pm**

**KS2 (Yrs 3 – 6) 8.45am – 12.15pm**

- Pupils will continue to meet, and indeed exceed, the statutory teaching time, as they do presently. We currently exceed the Welsh Government suggested minimum teaching hours which are 21 hours a week for foundation phase pupils and 23 ½ hrs for key stage 2 pupils.
- For pupils unable to go home on Friday afternoons there will be supervised activities running for them led mainly by support staff. We will need you to sign up every half term as to whether you wish to participate in these activities, in order for us, to be able to plan staffing and resources. On a Friday afternoon a meal will continue to be provided/offered.

An earlier finish time on a Friday would also enable pupils, parents and staff to benefit from improved wellbeing through increased family time. There would also be opportunities to benefit from long weekends to spend time with friends or engage with sport, hobbies and informal learning. It would further support our parents who work in and run local businesses and mirror the flexibility in shift patterns shown by major employers in the local area. e.g. the nine-day fortnight operated by one of Pembrokeshire's major employers.

**The proposed timings for September 2019**

<b>Year Group</b>	<b>Mon-Thurs</b>
Nursery – pm	1pm – 3.15pm
Nursery - am	8.50am – 12pm
Nursery fulltime	8.50am – 3.15pm

## Proposed timings

Year group	Mon - Thurs	Lunch	Break	Registration 2 x 5mins daily	Collective worship (CW) 20mins daily	Daily teaching Mon – Thurs (less lunch, breaks, reg & CW)	+ Fri hours (15min break) 5 reg, 20 CW	Weekly total teaching time
FPh(Yrs R,1&2)	8.50am – 3.15pm	45mins	15mins am 10mins pm	10 mins	20 mins	4hr 45mins x4 = <b>19hrs</b>	8.50am – 12.15pm <b>3hrs 25mins</b> less 5 (reg) 15 (break) 20 (CW) <b>2hrs 45mins</b>	<b>21 hrs 45mins</b>
KS2 (Yrs 3 – 6)	8.45am – 3.20pm	40mins	15mins am	10 mins	20 mins	5hr 10min x 4 = <b>20hrs 40min</b>	8.45am – 12.15pm <b>3hr 30mins</b> less 5 (reg) 15 (break) 20 (CW) <b>2hrs 50mins</b>	<b>23hr 30min</b>

## Current Timings

Yr Group	Mon-Thurs	Lunch	Break times	Registration x 2	Collective worship	Daily teaching Mon-Fri	Weekly total teaching time
Fph	9-3.15	1hr	20 mins 10mins	10mins	20mins	4.15 x 5 = <b>21hrs</b>	<b>21hrs 15mins</b>
KS2	8.55 – 3.15	50 mins	20 mins 15mins	10mins	20mins x 3 15mins x 2	4.40 x 5 = <b>23hrs 30mins</b>	<b>23hrs 30mins</b>

## Staff training hours

		Total training hours an academic year
<b>Current hours</b>	5 INSET days. One Inset day is usually set aside for moderation activities, which leaves four training days a year. 5 ¾ hrs x 4 = 23 hrs	<b>23 hrs a year</b>
<b>Proposed hours</b>	5 ¾ hrs x 4 = 23 hrs plus 2hrs x 19 weeks	<b>61 hrs a year</b>

- Breakfast Club will continue to open at 8:00am to 8:40am. Pupils will need to arrive before 8:25am.
- Pupils not attending Breakfast Club may come to school from 8.40am.
- Extra-curricular activities (run by teaching staff) will continue as usual.

## Timetable for consultation

Action	Date
Consultation with the LA, trade unions, parents, staff and pupils	Monday 18 February 2019 – Friday 8 March 2019
All comments both electronically and paper copies to be returned (to the school office)	Friday 8 March 2019
Drop In meetings for parents	Wednesday 6 <sup>th</sup> March in school hall
Governors' meeting to consider the responses of the consultation	Wednesday 19 March 2019

Yours sincerely  
Mrs S. Roberts  
(Headteacher)

We would be pleased to receive your comments on the proposal to the changes of the start and end times to the school day. Please either complete this paper copy and return it to the school office. You may also attend the parent consultation drop in meetings.

*All comments are to be in by 3pm Friday 8 March 2019 please.*

**To St Francis Catholic Primary School**

**COMMENTS SLIP**

Please indicate if you are:

A teaching member of staff	
Non teaching member of staff	
Governor	
Wider member of the community	

If you would like to make any comments, please make them here: -

Please indicate yes or no here if your son or daughter would use the Friday afternoon activities -  
**Yes / No**

***PAPER SLIPS SHOULD BE RETURNED TO THE SCHOOL OFFICE BY THE DEADLINE of 3pm on Friday 8 March 2019. Thank you.***