



CRYNALLT PRIMARY SCHOOL

CHANGING SESSION TIMES POLICY

At Crynallt Primary School we are fully committed to working with parents to ensure that pupils receive a broad and balanced education. As such, any changes to the school session times should be fully considered and communicated to all interested parties. At Crynallt Primary School we have agreed the following procedure with regard to any possible changes to the school day.

Step One: Consulting the LA, Headteacher and Staff

Before a school's session times can be changed the Governing Body must consult the LEA, the school's Headteacher and all persons employed in any teaching or non-teaching post at the school about its plans. In addition, they should also consult any other person or body affected i.e. the school catering service, Crossing Patrols and Transport Contactors.

Step Two: Preparing a Statement

The Governing Body will prepare a written statement indicating that it proposes to make a change to session times, specifying the proposed change and when it is proposed to take effect.

Step Three : Telling Parents

The Governing Body will circulate the statement to all parents of registered pupils at the school. Although it is not a statutory requirement we believe that the statement should also be circulated to all persons employed at the school in any teaching or non-teaching post. The statement will be circulated, and made available for inspection at the school, at least two weeks before the meeting referred to below and of which details are given in the statement.

Step Four : Arranging a Meeting

The Governing Body will provide an opportunity for all parents of registered pupils at the school, the headteacher and others whom they wish to invite, to discuss the proposal at a meeting. A minimum of two weeks' notice will be given before the meeting is called. The Governing Body will consider any comments made at the meeting before determining whether the proposed changes should be implemented with or without any modifications.

Step Five : Giving Notice

If the Governing Body then decides to go ahead with a change to session times it will inform the Council and parents of all registered pupils of the change and when it is to take effect giving a minimum of three months notice where the changes affect the start and finish times of the school day i.e. **31st May for a change in September** and 6 weeks' notice for all other changes i.e. changing the times of the midday break. Staff clearly also need to be advised.

Step Six : Timing

The new school sessions times must be implemented at the start of the school year where the changes affect the start and finish times of the school day and the start of the school term for all other changes (i.e. changing the times of the midday break).

This policy will be reviewed in Spring Term 2021

Signed:

Date: