



If you can dream it...
Ysgol Bae Baglan

Ysgol Bae Baglan School Session Times

MONITORING AND EVALUATION OF POLICY

This policy will be reviewed annually.

Date passed by Governing Body: Nov 15th 2017

Chairman

A handwritten signature in black ink, which appears to read 'E.V. Llanan', is written over a dotted line.

School Session Times

The Session Times at Ysgol Bae Baglan School are set as detailed below, the start and end times of each school day cannot be changed without adhering to the consultation guidance of Governors Wales. (see appendix 1).

The Headteacher can at his discretion change the routine of the school day i.e break & lesson times if it enhances the teaching and learning of the pupils, governors should be updated of this in the termly Headteacher report to Governors.

Lower School

8:15	Breakfast Club
9:00	Registration
9:00 – 10:30	Session 1
10:30 – 10:50	Break
10:50 – 12:20	Session 2
12:20 – 13:10	Lunch
13:10 – 14:10	Session 3
14:10 – 15:10	Session 4
15:10 – 16:10	Enrichment

Middle and Upper School

8:00	Breakfast Club
8:30 – 8:50	Registration
8:50 – 9:50	Lesson 1
9:50 – 10:50	Lesson 2
10:50 – 11:10	Break
11:10 – 12:10	Lesson 3
12:10 – 13:10	Lesson 4
13:10 – 14:00	Lunch

14:00 – 15:00 Lesson 5

15:00 – 16:00 Enrichment

Afternoon registration will be taken at the start of Session 3 for Lower School and at the start of Lesson 4 for Middle and Upper School. It is a legal duty of all staff to ensure the register is taken during an registration and the designated session / lesson. It is also school protocol, on safeguarding grounds, to ensure that the register is taken at the start of each lesson in Middle and Upper School.

Appendix 1 – Guidance from Governors Wales

WELSH STATUTORY INSTRUMENTS

2009 No. 572

The Changing of School Session Times (Wales) Regulations 2009

Procedure for changing school session times by governing body

4. (1) Where the governing body of a community, voluntary controlled or community special school or maintained nursery school propose to make any change in the times of the school sessions (or, if there is only one, the school session), it must—

(a) before taking any of the actions mentioned in paragraphs (b) to (g), consult the local education authority, the head teacher and all the other staff of the school;

(b) prepare a statement—

(i) indicating that it proposes to make a change in those times,

(ii) specifying the proposed change and when it is proposed that it should take effect,

(iii) drawing attention to any comment on the proposal included as an annex to the statement by virtue of paragraph (c) and including such response to the comment as it may consider appropriate, and

(iv) giving details of the date, time and place of the meeting which it is required to hold by virtue of paragraph (f) and explaining that those unable to attend the meeting may submit written comments on the proposed change before the meeting takes place;

(c) if so required by the local education authority, include as an annex to that statement such written comment on the proposal as the authority may provide for that purpose;

(d) produce that statement and any annex in such language or languages (in addition to Welsh or English), if any, as it considers appropriate or as the local education authority may direct;

(e) take such steps as are reasonably practicable to secure—

(i) that the parents of all registered pupils at the school are given (free of charge) a copy of the statement and any annex not less than two weeks before the meeting which the governing body is required to hold by virtue of paragraph (f), and

(ii) that copies of the statement and any annex are available for inspection (at all reasonable times and free of charge) at the school during the two week period immediately preceding that meeting;

(f) provide an opportunity for discussion of the proposal at a meeting which is open to—

(i) all parents of registered pupils at the school,

(ii) the head teacher and all the other staff of the school, and

(iii) such other persons as the governing body may invite;

(g) consider any written comments submitted in accordance with paragraph (b)(iv) and any comments made at the meeting on the proposal before determining whether any change in those times should be made and (if so) whether the proposal should be implemented with or without any modification.

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(2) Subject to paragraph (3), if the governing body determine to implement the proposed change (with or without modification), it must, not less than six weeks before any change in those times is to take effect—

(i) inform the local education authority of the change and of when it is to take effect, and

(ii) take such steps as are reasonably practicable to secure that the parents of all registered pupil sat the school are so informed.

(3) Where the change concerns —

(a) the times at which the first school session is to begin or the second school session is to end (or both), or

(b) if there is only one school session, the time it is to begin or end (or both),

the period referred to in paragraph (2) must not be less than three months.

(4) A change in the times of a school session must only be made so as to take effect—

(a) where paragraph (3) applies, at the beginning of a school year; and

(b) in all other cases, at the beginning of a school term.

(5) The proceedings of any meeting held by virtue of paragraph (1)(f) are to be under the control of the governing body.