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Friday 5<sup>th</sup> of March 2021

Dear Parents/Carers and Pupils,

Following informal consultation with parents and carers of pupils currently registered at Melin Primary School, the Governing Body proposes to make a change in the session times for the Foundation Phase site (Nursery to Year 2).

Can I please make it clear the proposals below **would not** start until the 1<sup>st</sup> of September 2021, should they be approved.

### **Current school start and finish times are not affected until September 2021.**

It is proposed that, in order to make it easier for parents and carers to collect their children from each site of Melin Primary School, that the Foundation Phase site afternoon session for Reception to Year 2 pupils should begin at 12.55 and finish at 3.15 pm instead of start at 12.55 and finish at 3.20 pm.

It is also proposed that the time for the morning Nursery session should change from an 8.50 am start and 11.20 am finish to an 8.45 am start and a 11.15 am finish. This will allow parents of morning nursery children to drop their youngest children off before dropping older siblings to their doors while still ensuring equality of provision for morning and afternoon pupils.

It is also proposed that the time for the afternoon Nursery session should change from a 12.45 pm start and 3.15 pm finish to a 12.40 pm start and a 3.10 pm finish. This will allow parents to collect from Nursery and other class doors on the Foundation Phase site while still ensuring equality of provision for morning and afternoon pupils.

I would draw your attention to the comment on the proposals from the local authority which can be found below:

*“Having assessed all the proposals, the grounds for the change in the school day are rational and sensible for parents needing to collect children from both sites. The main change proposed, however, is a loss of 5 minutes a day (25 minutes a week) for the Reception-Y2 pupils. The local authority is content*

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*that despite this reduction the pupil contact time remains within the Welsh Government recommended session times for pupils of this age, therefore, and having consulted with other key internal Council services, such as transportation and catering and cleaning, the local authority is not opposed to the proposals put forward.”*

As part of this process we are required to hold a meeting to allow parents to provide their comments on the proposals for the Governing Body to consider. The meeting will be held on Microsoft Teams due to COVID restrictions on Monday 22<sup>nd</sup> of March at 4 pm.

Should you wish to attend the Microsoft Teams Meeting for parents and staff, please click on the link below which will take you to a page to register your name, child/children's class and your email address for the invite to be sent to.

Please be aware, your email address may be visible to other people in the Teams meeting. At the moment, there is no way that we can have the 'discussion' needed and withhold email addresses and names of participants within Teams.

[https://forms.office.com/Pages/ResponsePage.aspx?id=Ug4\\_TzS3ZEGUCRtgHRR5k7jAp9KFXERJgzGqyMsMWUhUNFNOWUJBRjFSVjIMREVaRFJLQUhJQjk4Uy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Ug4_TzS3ZEGUCRtgHRR5k7jAp9KFXERJgzGqyMsMWUhUNFNOWUJBRjFSVjIMREVaRFJLQUhJQjk4Uy4u)

Should you be unable to attend the meeting in person, or would prefer to submit written comments on the proposed changes, the Governing Body would be grateful if you could submit them before the meeting so that they can be shared and discussed at the meeting. Please send them either by email to [m.winter@npt.gov.uk](mailto:m.winter@npt.gov.uk) or to the school in letter form 'For the attention of the Governing Body'. The meeting will be open to all parents of pupils registered at the school, the Headteacher and all other school staff and any other such persons as the Governing Body may wish to invite.

Should the Governing Body determine to implement the proposed change, the school session times for the Foundation Phase site will change from the 1<sup>st</sup> of September 2021. This is assuming that the COVID enforced staggered start times are removed.

Yours sincerely,

T. Richards  
Headteacher

