



St Margaret's CE VA  
Primary School

# SCHOOL SESSION TIMES POLICY

Adopted by Governing Body

September 2017

Review Date

September 2019

**Status: Statutory**

*Purpose*

The purpose of this policy is to ensure that the structure of the school day provides the best possible framework for teaching and learning. Our aim is to allow sufficient time to ensure delivery of a broad and balanced curriculum and collective worship, as well as the necessary time for registration and breaks.

*Relationship to other Policies*

This policy relates to our curriculum, collective worship, teaching and learning and behaviour policies.

The current times of the school day are reported in the School Prospectus and repeated below:

8.45am - 8.55am	Playground open for drop off
8.55am	Bell ring - children line up and enter school
9.00am	School Begins
A 20 minute session between 9.00am - 10.30am	Collective Worship
10.30am-10.45am	Morning Break
12.00 - 1.00pm	Lunch
3.15pm	End of School Day

A 10 minute break may be taken during the afternoon for Reception and Key Stage 1 children.

***Roles and Responsibilities of the Governors***

**The Governors will ensure that:**

- If changes are being considered to the School Day, the Headteacher will consult fully with the staff, parents, pupils, the LEA and linked primary schools in the immediate locality. If changes are being proposed they will ensure that:
- A statement is prepared (in English and any other language considered appropriate) specifying the proposed change and, if required to do so by the LEA, annex to it any comments made by the LEA;
- Provide (free of charge) a copy of the statement and any annex to all parents and make copies available for inspection at the school;
- Call a meeting, not less than two weeks after circulating a copy of the statement and any annex, to enable parents and anyone else invited by the governing body to discuss the proposed change;
- Consider any comments made and decide whether to implement the proposed change, with or without any modification;
- Inform the LEA and parents of any change at least three months before it takes effect where the change is to the beginning of a morning session and/or the end of an afternoon one, and at least six weeks beforehand in the case of any other change.

### ***Arrangements for Monitoring and Evaluation***

The annual review of the curriculum will consider whether an appropriate amount of time is allocated to each curriculum area. The decision will be informed by feedback from the curriculum co-ordinators and the progress and attainment of the pupils in different curriculum areas. Recommendation for change will be made to the governing body within the overall report on the curriculum.

When changes are made feedback will be sought from pupils, staff and parents at the end of the first year.