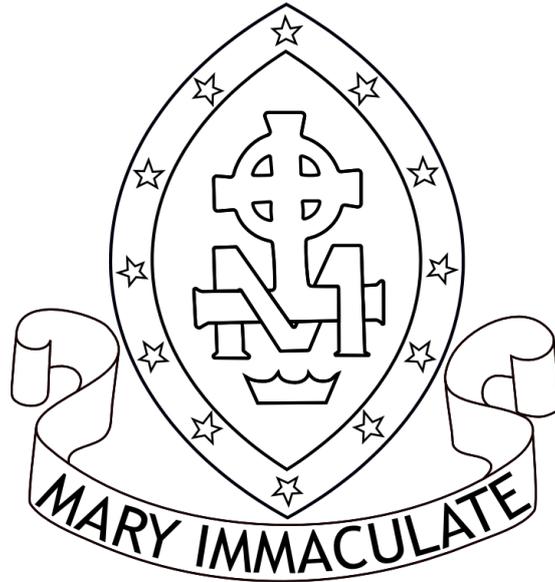


# Mary Immaculate High School



## School Session Times Policy

November 2017

## **1. Purpose**

- To offer a structure for the school day which promotes effective learning
- To ensure that Department for Education requirements relating to the length of the taught week are met.

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.

## **2. Key Points**

- The taught school week in both KS3 and KS4 is 25 hours
- In addition to the taught week, there will be 15 minutes tutor/assembly time each day
- The taught week will consist of 30 x 50 minute lessons based on a two week timetable
- Any change to the school session times will only be made after consultation with parents, students, members of staff and other interested parties. Such a change will only be made at the beginning of an academic year.
- This policy should be read in conjunction with the school's policies on: Attendance; Curriculum; Registration of Students; School Procedures; Teaching & Learning.

## **3. Roles and Responsibilities of Governors**

Governors will ensure that, if changes are being considered to the school day, the Headteacher will consult fully with the staff, parents, pupils, and the LEA. If changes are being proposed they will ensure that:

- a statement is prepared specifying the proposed change
- a copy of the statement is provided (free of charge) to all parents and copies made available for inspection at the school
- a meeting is called to enable parents and anyone else invited by the Governing Body to discuss the proposed change
- any comments made are considered and decisions made whether to implement the proposed change, with or without any modification
- the LEA and parents are informed 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.

#### 4. The school session times for each day are:

##### Morning

8.55 – 9.10 am	Registration
9.10 – 10.00am	Lesson 1
10.00 – 10.50am	Lesson 2
10.50 – 11.15am	Break
11.15 – 12.05pm	Lesson 3
12.05 – 12.55pm	Lesson 4
12.55 – 1.35pm	Lunch

##### Afternoon

1.35 – 2.25pm	Lesson 5
2.25 – 3.15pm	Lesson 6
3.15pm	End of School

##### Break-time arrangements

During break-time, between 10.50 and 11.15, the canteen will provide various snacks, at a reasonable price, and there will be access to vending machines. No child will be permitted to leave school at break-time.

##### Lunch-time arrangements

All pupils are required to remain on school premises during lunch-time.

ALL pupils should have a meal at lunch-time; concentration on work during the afternoon is otherwise impaired.

The school operates a cashless catering system and all parents have received a username and password to enable them to access ParentPay (the on-line payment system).

Pupils on free school meals will have their accounts credited automatically; parents are encouraged to apply for free school meals, by calling 029 20872873 or email [freeschoolmeals@cardiff.gov.uk](mailto:freeschoolmeals@cardiff.gov.uk)

A variety of hot and cold food and drinks is provided, at a reasonable price, and there will be access to vending machines.

Packed lunches can also be brought to school and eaten in the Canteen/School Hall.

#### 5. Monitoring & Review

The Governing Body will review the policy every two years.



Signed: \_\_\_\_\_ Date: 20.11.17 \_\_\_\_\_  
Chair of the Governing Body