

Brynteg CP School

SCHOOL SESSION TIMES POLICY



Date approved by Governing Body: November 2023

Date of Next Review: October 2026

The Education (School Day and School Year) (Wales) Regulations 2003 apply to schools maintained by LAs and to special schools (whether or not so maintained). They make provision (among other things) for a school day which is ordinarily to be divided into two sessions (with a break in the middle), and for schools (other than nursery schools) to meet for at least 380 sessions, which equates to 190 days, during any school year.

The standard terms and conditions for teachers provide for 195 working days, of which 190 are teaching days. The remaining 5 days requires them to be available for other duties, such as training.

Schools Prevented from Meeting

Where a school is prevented from meeting it must make up lost sessions where that is reasonably practicable. Loss of sessions resulting from planned closures of a school due to building work or relocation do not constitute a school being “prevented” from meeting. If such projects risk a lack of access to the school premises for learning purposes, then governing bodies should do their best to ensure that alternative arrangements are made for the school to meet elsewhere or at another time in agreement with staff, pupils and parents.

Setting the School Day and Term

Section 32 of the Education Act 2002 states that:

In the case of community, voluntary controlled or community special schools or a maintained nursery school:

- the LA shall determine the dates when the school terms and holidays are to begin and end;
- the governing body determine the times of the school sessions.

Following the coming into force of the Learner Travel (Wales) Measure 2008, every LA in Wales has a responsibility to promote sustainable modes of travel and to improve the effectiveness of travel arrangements made, or to be made, under the Measure. Further information on the Measure is given in this Guide at Chapter 15 on Behaviour and Attendance and Chapter 25 on Health, Safety and Welfare.

Section 21 of the Learner Travel (Wales) Measure 2008 amends Section 32 of the Education Act 2002 to allow that, where a LA is satisfied that changing a school’s session time at the beginning or end of a school day, would promote sustainable modes of travel or would improve the efficiency and effectiveness of travel arrangements, it can change those times.

Changing of School Session Times

The Changing of School Session Times (Wales) Regulations 2009 came into force on 1 April 2009 (and revoked the Changing of School Session Times (Wales) Regulations 2000).

Procedure for Changing School Session Times by Local Authority

The new regulations introduce procedures to be followed by a LA, where it considers that a change in the session times for the start or end of a school day at any maintained school is necessary.

Where a LA propose to issue a notice to the governing body of a school to amend the school session times it must:

- consult the governing body, the head teacher and all the other staff of the school;
- prepare a statement:
 - indicating that it proposes to make a change in the school's session times;
 - specifying the proposed change and when it is proposed that it should take effect;
 - giving details of the date, time and place of the meeting and explaining that those unable to attend the meeting may submit written comments on the proposed change before the meeting takes place;
- produce that statement and any annex in such language or languages (in addition to Welsh or English), if any, as it considers appropriate;
- take such steps as are reasonably practicable to secure:
 - that the parents of all registered pupils at the school are given (free of charge) a copy of the statement not less than two weeks before the meeting; and
 - that copies of the statement are available for inspection (at all reasonable times and free of charge) at the school during the two week period immediately preceding that meeting;
- provide an opportunity for discussion of the proposal at a meeting which is open to:
 - all parents of registered pupils at the school;
 - the head teacher and all the other staff of the school;
 - members of the governing body;
 - such other persons as the LA may invite;
- consider any written comments submitted in accordance with paragraph (b)iii. 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.

If the LA determines to implement the proposed change (with or without modification), it must, not less than three months before any change is to take effect:

- inform the governing body and head teacher of the change and of when it is to take effect; and
- take such steps as are reasonably practicable to secure that the parents of all registered pupils at the school are so informed.

A change in the times of a school session must only be made so as to take effect at the beginning of a school year.

The proceedings of any meeting held under this part of the regulations are to be under the control of the LA.

Procedure for Changing School Session Times by a Governing Body

Part 4 of the new regulations prescribe the procedure to be followed by a governing body of a community, voluntary controlled or community special school or a maintained nursery school when it proposes to make any change in the times of school sessions (or, if there is only one, the school session). In such a case, the governing body must:

- consult the LA, the head teacher and all the other staff of the school; and
- prepare a statement:
 - indicating that it proposes to make a change in the times;
 - specifying the proposed change and when it is proposed that it should take effect;
 - drawing attention to any comment on the proposal included as an annex to the statement, and including such response to the comment as it may consider appropriate; and
 - giving details of the date, time and place of the meeting which it is required to hold and explaining that those unable to attend the meeting may submit written comments on the proposed change before the meeting takes place;
- if so required by the LA, include as an annex to that statement such written comment on the proposal as the authority may provide for that purpose;
- produce the statement and any annex in such language or languages (in addition to Welsh or English), if any, as it considers appropriate or as the LA may direct;
- take such steps as are reasonably practicable to secure:
 - 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, and
 - 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;
- provide an opportunity for discussion of the proposal at a meeting which is open to:
 - all parents of registered pupils at the school;
 - the head teacher and all the other staff of the school; and
 - such other persons as the governing body may invite;
- 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 the times should be made and (if so) whether the proposal should be implemented with or without any modification.

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:

- inform the LA of the change and of when it is to take effect; and
- take such steps as are reasonably practicable to secure that the parents of all registered pupils at the school are so informed.

Where the change concerns the start or end of the school day the period must not be less than three months.

A change in the times of a school session must only be made so as to take effect:

- where it affects the start or end of the school day, at the beginning of a school year; and
- in all other cases, at the beginning of a school term.

The proceedings of any meeting held under this part of the regulations are to be under the control of the governing body.

Length of School Sessions

Sessions must allow sufficient lesson time to deliver a broad and balanced curriculum that includes the national curriculum and religious education. Schools are free to decide the length of each lesson but current recommendations per week are as follows

| Age | Suggested minimum weekly lesson time (hours) |
|-------|--|
| 5-7 | 21.0 |
| 8-11 | 23.5 |
| 12-16 | 25.0 |

The suggested minimum weekly lesson times relate to the hours during which pupils are being taught. The recommended lesson hours above include religious education but do not include the act of collective worship, nor do they include registration or breaks. Enough time should be allowed within school sessions for all these activities.

The head teacher must make information available to parents and others about the starting and finishing times of the school sessions.

Brynteg CP School

The school day begins at 8.50am. The doors are opened at 8.40 each morning and staff will greet parents, carers and the pupils.

The Daily Timetable is as follows:

8.40 Doors open

A 15 minute break will be timetabled in during the morning session

11.30 Nursery go home

Staggered lunch times operate to allow ease of service. Times range from 11:45 to 12:10 and consist of 20 minutes in the hall and 20 minutes of play time.

3pm End of school day

Breakfast Club operates daily in term time between the hours of 7.45-8.40

Brynteg Tigers Nursery Plus operated between 11:30 and 3pm

Brynteg Tigers Out of School Club operates between 3.00 and 5.30

The Law

The Education Act 2002, Section 32

The Education (School Day and School Year) (Wales) Regulations 2003

The Education (School Day and School Year) (Wales) (Amendment) Regulations 2006

The Education (School Day and School Year) (Wales) (Amendment) Regulations 2008

The Learner Travel (Wales) Measure 2008

The Changing of School Session Times (Wales) Regulations 2009