



## School Times Policy

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships.

## School Times Policy

### Times of School Sessions

"The Education (School Day and School Year) (Wales) Regulations 2003 apply to schools maintained by local authorities and to special schools (whether maintained or not). They make provisions (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 is equal to 190 days, during any school year." The school year and session times.

The statutory terms and conditions apply to teachers providing for 195 working days, and 190 of these are teaching days. It's required that the 5 days left over are available for other duties such as training.

In order to steer further decisions regarding the arrangement of the curriculum, Ysgol Gymraeg Bryniago has analysed the time that is available every week, term and year. This helps us to plan and organise our work effectively as well as agree on priorities for the use of teaching time.

### Ysgol Gymraeg Bryniago Teaching Time:

	Morning Nursery	Afternoon Nursery	Reception, Year 1 and Year 2	Year 3 – Year 6
Day time sessions	8:50 – 11.20 (Morning Session)	1.00 – 3.25 (Afternoon Session)	<b>Session 1:</b> 8:50 – 10.15 <b>Session 2:</b> 10.30 – 11:35 <b>Session 3:</b> 12:50 – 2.00 <b>Session 4:</b> 2.00 – 3.20	<b>Session 1:</b> 8:50 – 10.15 <b>Session 2:</b> 10.30 – 11:50 <b>Session 3:</b> 12:50 – 2.00 <b>Session 4:</b> 2.00 – 3.20
The total time of a daily session	2hrs 30mins	2hrs 30mins	<b>Session 1:</b> 1hr 25mins <b>Session 2:</b> 1hr 5mins <b>Morning Session:</b> 2hrs 30mins <b>Session 3:</b> 1hr 10mins <b>Session 4:</b> 1hr 20mins <b>Afternoon Session:</b> 2 hrs 30 mins	<b>Session 1:</b> 1hr 25mins <b>Session 2:</b> 1hr 20mins <b>Morning Session:</b> 2hrs 45mins <b>Session 3:</b> 1hr 10mins <b>Session 4:</b> 1hr 20mins <b>Afternoon Session:</b> 2hrs 30mins
The total time of a weekly session	12 hours 30 minutes	12 hours 30 minutes	25 hours	26 hours 5 minutes

Time each week for registration and collective worship	50 mins		2 hours 30 minutes (includes time to cross the site)	2 hours 5 minutes

In order to sustain consistent quality in every subject of the curriculum and ensure a balance in the curriculum, Ysgol Gymraeg Bryniago will ensure that it delegates enough time for every aspect of the curriculum in order to meet statutory needs and reflect our own needs and priorities.

### **LA Procedure for Changing School Session Times**

The new regulations introduce procedures that the LA should follow when considering that there is a need to change session times at the beginning or the end of the school day in any school, as outlined in paragraph 8 above.

If the LA wishes to give warning to a school governing body of any amendments to school session times as set out in paragraph 11 above, it must:

- a. confer with the governing body, the head teacher and all school staff;
- b. prepare a declaration that:
  - i. notes it is offering to change the school's session times;
  - ii. note the proposed change and when the change will come into effect;
  - iii. give details about the date, time and place the meeting is held and explain that those who are unable to attend the meeting may present written comments about the proposed change before the meeting is held;
- c. construct the declaration and any appendices in a language or languages (as well as Welsh or English), if any, so that appropriate consideration is given;
- d. take reasonable practical steps to ensure:
  - i: that the parents of all pupils on roll in the school receive a copy (free of charge) of the declaration at least a fortnight before the meeting, and
  - ii. that copies of the declaration are available for inspection (at all reasonable times and free of charge) in the school and during the weekend immediately before the meeting;
- e. provide an opportunity to discuss the proposal in a meeting that's open to:
  - i. the parents of all pupils on roll at the school;
  - ii. the head teacher and all school staff;
  - iii. members of the governing body;
  - iv. anyone else the LA would like to invite;

f. consider any written comments presented in line with paragraph (b)(iii) and any comments made in the meeting regarding the proposal before determining if any change should be made to those times and (if so) should the proposal be implemented with or without any adjustments.

If the LA decides to implement the proposed change (with or without adjustment), it must, for at least three months before any change is implemented:

- let the governing body and the head teacher know of any change and when this will come into effect; and
- take practical steps to ensure that the parents of all pupils on roll are made aware of this.

A change to school session times can only come into effect at the start of a school year.

Any discussions that may take place in any meetings held under these regulations will be controlled by the LA.

### **Procedure for Changing School Session Times by the Governing Body**

In such cases, the governing body must:

a. consult with the LA, the head teacher and all staff in the school;

b. prepare a declaration that:

- i. notes it is proposing to change the times;
- ii. notes the proposed change and when they propose this should take effect;
- iii. draws attention to any comments on the proposal that are included as appendix to the statement by virtue of the paragraph (c) and include a response to the comments as appropriate, and
- iv. give details of the date, time and place where the meeting is being held and that has to be held, and explain that those unable to attend the meeting may present written comments on the proposed change before the meeting takes place;

c. if it's mandatory by the LA, such written comments regarding the proposal must be included as appendix to the statement;

d. draw up this statement and any appendices in a language, or languages, (as well as Welsh or English) if any, as is considered appropriate or as directed by the LA;

e. take reasonable practical steps to ensure: i. that the parents of all pupils on roll in the school receive a (free) copy of this statement and any appendix at least a fortnight before the meeting, and

ii. that copies of this statement and any appendix is available for inspection (at all reasonable times and free of charge) in the school during the fortnight immediately before the meeting;

f. provide an opportunity to discuss this proposal in a meeting that is open to:

- g. all parents of pupils who are on the school roll;
- ii. the head teacher and all school staff; and
- iii. any other person the Local Authority wishes to invite;

h. consider any written comments that are presented in line with paragraph (b)(iv) and any comments made at the meeting regarding the proposal before deciding if any change should be made to those times and (if so) if the proposal should be implemented with, or without, any amendments.

If the governing body decides to implement the proposed change (with or without amendment), at least six weeks before any changes are implemented it must:

- make the LA aware of any changes and when this may be implemented; and
- take reasonable practical steps to ensure that the parents of every child on the school roll are made aware of this.

When a change is in relation to the beginning or the end of the school day, the period referred to in paragraph 17 cannot be less than three months.

A change to school session times can only be implemented:

- if it affects the start or the end of the school day, at the beginning of the school year; and
- in every other case, the beginning of the school term.

Any discussions held in any meeting held under this part of the regulations will be under control of the governing body.

Sessions must allow enough lesson time to provide a broad and balanced curriculum that includes the national curriculum and religious education. Schools have the freedom to decide on the length of every lesson.

Ages	Recommended obligatory number of weekly lessons (hours)
5-7	21.0
8-11	23.5
12-16	25.0

The recommended obligatory weekly lessons mean the number of hours for which pupils are taught. The hours recommended above include religious education, but do

not include collective worship or the registration period and school breaks. Enough time should be assigned during school session times for all these activities.  
2009 Number 572 (W.54) EDUCATION, WALES - Changing of School Session Times Regulations (Wales) 2009

"A balanced curriculum helps to achieve continuity and progression and with the promotion of achieving high standards."

'Managing Teaching Time in Primary Schools - Estyn'