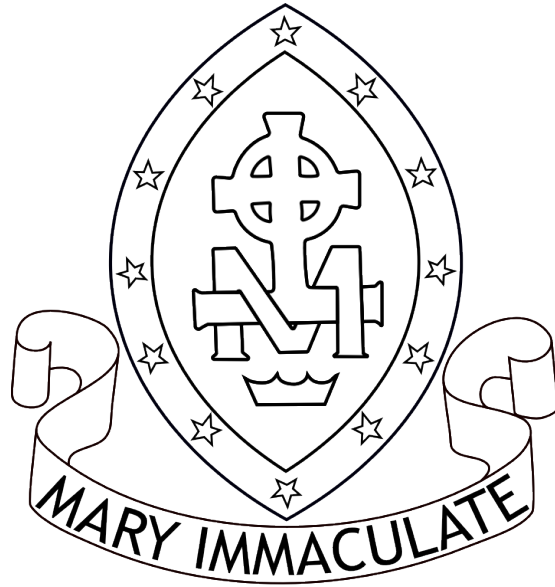


Mary Immaculate High School



School Session Times Policy

October 2021

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 – 9.05 am	Registration
9.05 – 9.55am	Lesson 1
9.55 – 10.45am	Lesson 2
10.45 – 11.05am	Break
11.05 – 11.55am	Lesson 3
11.55 – 12.45pm	Lesson 4

Lunch 1

12.35 – 1.15pm	Year 9
12.45 – 1.05pm	Years 8 and 11

Academic Review 1

12.45 – 1.05pm	Year 7 and 10
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Lunch 2

1.05 – 1.35pm	Years 7 and 10
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Academic Review 2

1.15 – 1.35pm	Years 8, 9 and 11
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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 10.45 and 11.05, the canteen will provide various snacks, at a reasonable price. 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

A variety of hot and cold food and drinks is provided, at a reasonable prices.

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: _____
Chair of the Governing Body

To be reviewed September 2022