

# Mundford Church of England Primary Academy

...encouraging excellence in everyone

St. Leonard's Street  
Mundford  
Thetford  
Norfolk  
IP26 5ED

Tel: 01842 878278

Executive Headteacher: Mrs Christina Galletly



www.churchsidefederation.norfolk.sch.uk

Email: office@mundford.norfolk.sch.uk

18<sup>th</sup> April 2017

## School Day Consultation for September 2017

I would like to make all staff, parents and pupils of Mundford Church of England Primary Academy aware that we are currently consulting on some changes that we would like to make to our school day, commencing September 2017. We have been trialling an afternoon without a break. EYFS & KS1 teachers can give the children a break at their discretion but often don't. Most schools do not have afternoon breaks and it is widely accepted that a break disrupts learning and results in 47½ hours lost learning time! This has had a financial consequence because Teaching Assistants are not paid for their breaks unless they are on duty, so during this trial period we are paying overtime.

I have already consulted with governors and we have agreed the proposed model which I would now like to share with you to gather your views.

Current School Day	
Oak, Hazel, Maple Classes	
9:00	Registration
10:35-10:50	Break
12:00-1:15	Lunch for EYFS/KS1
3:30	End of day
Cedar, Rowan, Elm Classes	
9:00	Registration
10:35-10:50	Break
12:15-1:15	Lunch for KS2
3:30	End of Day

Proposed School Day	
Oak, Hazel, Maple Classes	
9:00	Registration
10:35-10:50	Break
12:00-1:00	Lunch for EYFS/KS1
3:15	End of day
Cedar, Rowan, Elm Classes	
9:00	Registration
10:35-10:50	Break
12:15-1:00	Lunch for KS2
3:15	End of Day

I will explain the rationale behind our suggestions and other considerations.

- We are proposing to shorten our lunch break by 15 minutes. Younger pupils take longer to eat their lunch and because of pupil numbers we need to stagger the start of lunch. We currently have a very long lunch break when compared to other schools.**

**Rationale:**

Pupils will still have an adequate break that will allow them to take part in extra-curricular activities, and enjoy lunch, but this time reduction will help prevent the loss of focus that some pupils experience with a longer break.

**Other Considerations:**

Midday supervisors will have their working day shortened by 15 minutes.

Teachers & Teaching Assistants will be asked to return to afternoon lessons 15 minutes earlier. This could incur additional staffing costs for our Teaching Assistants so we will only ask them to start at 1 pm when they are covering teachers' PPA. This will mostly be offset by what we currently pay most staff for their two afternoon break time duties.

**2. We are proposing a shorter school day; children will have the same amount of time in class because of the cut to lunch break.**

**Rationale:**

We are often involved in after school meetings with staff at Gooderstone Church of England Primary School or at cluster level. All of these schools end their school day at 3:00 pm or 3:15 pm, so having an end of day that is in line with other schools will help us to engage with these opportunities for professional development.

**Other considerations:**

Ensure Education Transport is able to collect pupils at 3:15 pm.

This action will off-set the current additional cost incurred by no afternoon break for Teaching Assistants.

Please see the timetable below for when you will have the opportunity to ask questions regarding this proposal. If you would like to make a written response to this proposal please hand your comments to Mrs Pryer in the school office or email: [office@mundford.norfolk.sch.uk](mailto:office@mundford.norfolk.sch.uk) by midday on 28<sup>th</sup> April.

Yours sincerely,

*Christina Galletly*

Mrs C. Galletly  
Executive Headteacher

### Consultation Timetable

22 <sup>nd</sup> March 2017	Presented to the Local Governing Body to seek their support and enable the start of the consultation process with all stakeholders
18 <sup>th</sup> April 2017	Presented to all staff Contact Education Transport to ensure that a change in the time of the end of the day will not present as a problem to pupils who require transport
18 <sup>th</sup> April 2017	Presentation to pupils Distribution of proposals to parents/carers
20 <sup>th</sup> April 2017	Q & A session with staff – 3:40am at school
24 <sup>th</sup> April 2017	Q & A meeting with parents/carers – 3:40am at school
28 <sup>th</sup> April 2017	Closing date for written consultation responses
2 <sup>nd</sup> May 2017	Distribution of recommendations to Local Governing Body
17 <sup>th</sup> May 2017	Decision of Local Governing Body
19 <sup>th</sup> May 2017	Confirmation of decision to all stakeholders