

CSB/LFA

1<sup>st</sup> November, 2019

Dear Parents/Carers

### Timings of the school day

I wrote to you last half-term in our newsletter to say that we were making significant changes to lunchtimes, as the one lunchtime we currently have does not work well for students, staff or catering staff.

A number of students have met with me and talked through what they would like to see at lunchtime. Therefore, the changes we are making are in response to student voice and also to parents who came into the Academy to meet with me. We must also accommodate staff and catering needs.

At this point of the school year, the only way we can ensure a proper improvement for everyone is to change the times of the school day to allow for a split lunchtime.

This will mean that:

- All students have enough time to buy their lunch and eat it
- Queues are not too long
- Students have time to socialise with their friends
- Students have somewhere to sit during lunchtimes
- Catering staff will have time to prepare properly for a second lunchtime

Therefore, the new times of the school day are as follows:

Year 7, 8, 11, 6 <sup>th</sup> form		Year 9 & 10	
8.35	Tutor Time	8.35	Tutor Time
8.55	Period 1	8.55	Period 1
9.45	Period 2	9.45	Period 2
10.35	Break	10.35	Break
10.50	Period 3	10.50	Period 3
11.40	Period 4	11.40	Period 4
12.30	Lunch	12.30	Period 5
13.05	Afternoon Registration for Y7 & 8 6 <sup>th</sup> form and Year 11 go straight to lesson	13.20	Lunch
13.20	Period 5	13.55	Afternoon Registration
14.10	Period 6	14.10	Period 6
3.00	End of school day	3.00	End of school day

Students will be told about these changes next week (beginning 4<sup>th</sup> November) and the **new school day will start on 11<sup>th</sup> November 2019.**

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Miss Bacon', with a stylized, cursive script.

**Miss Bacon**  
**Principal**