

Ysgol Gymraeg Pwll Coch



The school year and session times

January 2023

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.

In order to make the appropriate curriculum arrangements Ysgol Gymraeg Pwll Coch has calculated the time available every week, term and year. This enables us to organize and manage our work effectively as well as abiding by statutory guidance for school session times.

Ysgol Gymraeg Pwll Coch Session Times:

	Nursery	Reception /Years 1 and 2	Key Stage 2
Sessions during the day excluding registration, assembly, break and lunch time.	9.00 – 11.30 (morning session) 12.45 – 3.15 (Afternoon session)	9.00 – 10.00 10.20 – 11.45 12.50 – 2.00 2.15 – 3.15	9.00 -10.30 10.50 – 12.15 1.15 – 3.15
Total –each daily session	2 hours 30 minutes	4 hours 40 minutes	4 hours 55 minutes
Total – each weekly session.	12.5 hours	23 hours 20 minutes	24 hours 35 minutes
Time set aside weekly for registration and assembly.	60 minutes	1 hour 30 minutes	1 hour 5 minutes

To ensure consistency and standards across the curriculum Ysgol Gymraeg Pwll Coch ensures that the appropriate amount of time is given to all areas of the curriculum so as to meet the statutory requirements and our school's priorities.

Procedure for Changing School Session Times by a LA

<https://gov.wales/sites/default/files/publications/2018-03/22-the-school-year-and-session-times.pdf>

Where a LA propose to issue a notice to the governing body of a school to amend the school session times as outlined in paragraph 11 above, it must:

- a. consult the governing body, the head teacher and all the other staff of the school;
- b. prepare a statement:
 - i. indicating that it proposes to make a change in the school's session times;

- ii. specifying the proposed change and when it is proposed that it should take effect;
 - iii. 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;
- c. produce that statement and any annex in such language or languages (in addition to Welsh or English), if any, as it considers appropriate;
- d. take such steps as are reasonably practicable to secure:
- i. 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
 - ii. 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;
- e. provide an opportunity for discussion of the proposal at a meeting which is open to:
- i. all parents of registered pupils at the school;
 - ii. the head teacher and all the other staff of the school;
 - iii. members of the governing body;
 - iv. such other persons as the LA may invite;
- f. 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

The governing body must:

- a. consult the LA, the head teacher and all the other staff of the school; and
- b. prepare a statement:
 - i. indicating that it proposes to make a change in the times;
 - ii. specifying the proposed change and when it is proposed that it should take effect;
 - iii. drawing attention to any comment on the proposal included as an annex to the statement by virtue of paragraph c. and including such response to the comment as it may consider appropriate; and
 - iv. 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;
- c. 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;
- d. 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;
- e. take such steps as are reasonably practicable to secure:
 - i. 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

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The School Year and Session Times ii. 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;

- f. provide an opportunity for discussion of the proposal at a meeting which is open to:
 - i. all parents of registered pupils at the school;
 - ii. the head teacher and all the other staff of the school; and
 - iii. such other persons as the governing body may invite;
- g. 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 referred to in paragraph 17 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.

Chair of Governors: - *Nona Gruffudd-Evans*

Headteacher: - *Dewi Rees*

Date: - 26/01/2023