



4th May 2017

Dear Parent/Carer

I am writing to seek your views on a proposal to alter the timing and format of the school day at Newark Academy from September 2017.

In summary, the proposal is to begin the school day 20 minutes earlier than the current start time. We also propose to introduce a split lunchtime to ensure that all students have adequate time and space to enjoy their lunch break, particularly as our student population continues to rapidly expand.

This will mean that the school day will then finish at 2.55pm to enable the Academy to provide a range of comprehensive clubs, activities and additional study periods which extend the school day until 4.00pm. By extending the school day we are able to provide all students with a range of opportunities to participate in a range of clubs and activities that help develop the whole child as well as undertake important additional study where necessary.

There are a number of reasons why we believe that a change in our school day is necessary and have highlighted 3 key considerations below:

Student safety. Many students attend Newark Academy from out of catchment area and require public transportation to get to and from school. Due to the recent changes in public transport timetables, many students are now left to wait for a significant length of time at the end of the school day to return home. Often our students leave school in the dark during the winter months, particularly following after school activities and the weather can often be inclement. To ensure that all our students are supported to return home safely and promptly our proposal therefore will be to end the school day at 2.55pm unless students take advantage of the clubs and activities that will be offered as part of our extensive enrichment programme. This will mean that the school day will end at 4.00pm for those students wishing to take advantage of our enrichment programme.

Student Progress and Attainment: We believe that the school day for students starts too late and finishes too late, particularly as our students begin to arrive from 8.00am with the vast majority on-site before 8.30am. Experience tells us that the 'prime learning' time for students is earlier in the day. To maximise 'prime learning time', we propose to start our school day earlier and reorganise our formal morning registration period which currently sits at the start of the school day. Students will make their way directly to Lesson 1, thus minimising movement around the school and enabling students to begin studies as soon as they arrive.

Lunch time footfall and effective supervision. We are delighted that our student numbers for September 2017 are our best yet which represents significant growth in the confidence that the community has in our Academy to deliver the best education possible for our young people. As the school roll rises, this in turn places considerable strain on supervision and footfall at lunch times. Part of our solution to ensure we maintain a smooth and orderly lunch time for students is to increase the number of staff supervising the site through this period, and we are seeking to do this. Indeed, our use of teaching staff to undertake lunchtime duties is one of the reasons for such a calm and settled lunch period. Our proposal to separate and split our lunch times for KS3 and KS4 students ensures that this remains manageable and enables students to purchase and consume their lunch in a timely manner.

If these proposals are accepted by all stakeholders, the school day will operate as follows:

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| Proposed School Day September 2017 |
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| KS3 (Years 7, 8) | |
|-------------------------|---------------------------|
| 8.30 - 9.20 | Period 1 |
| 9.20 - 10.10 | Period 2 |
| 10.10 -10.35 | Active Tutor inc Assembly |
| 10.35 – 10.55 | Break |
| 10.55-11.45 | Period 3 |
| 11.45 - 12.25 | KS3 Lunch |
| 12.25 - 13.15 | Period 4 |
| 13.15-14.05 | Period 5 |
| 14.05-14.55 | Period 6 |
| 14.55- 16.00 | Enrichment/Extended Study |

| KS4 (Years 9,10 and 11) | |
|--------------------------------|---------------------------|
| 8.30 - 9.20 | Period 1 |
| 9.20 - 10.10 | Period 2 |
| 10.10 -10.35 | Active Tutor inc Assembly |
| 10.35 - 10.55 | Break |
| 10.55-11.45 | Period 3 |
| 11.45 - 12.35 | Period 4 |
| 12.35-13.15 | KS4 Lunch |
| 13.15-14.05 | Period 5 |
| 14.05-14.55 | Period 6 |
| 14.55 - 16.00 | Enrichment/Extended Study |

Whilst we recognise that some parents/carers will be dependent upon the school day to facilitate their own working routines, we base these proposals on what we believe to be in the best interests of all our students.

As part of our consultation process, we will discuss these proposals with students, staff and governors. We are equally keen to hear the views of parents and carers about the proposed change to our school day and ask that any comments that you wish to make are forwarded to office@newarkacademy.co.uk by **Monday June 5th 2017** putting 'School day consultation' in the subject box. All responses will be treated as confidential and will be addressed via members of the Senior Leadership Team.

We have made every attempt to provide parents and carers with the maximum notice possible to ensure that reasonable adjustments to family life can be made should there be a change in September 2017 but if you would like to discuss the information outlined above then please do not hesitate to contact the school at your earliest convenience.

Yours sincerely



Andy Seymour
Head of School