**Carr Hill High School & Sixth Form Centre**

**Consultation on the structure of the school day**

1. **Introduction**

A few years ago the school reorganised the school day so that students went straight into lessons at 8.55am and mentor time was at the end of the day. As part of a consultation exercise I recently asked staff whether they thought this arrangement was working and from 47 replies, 12 were in favour of keeping the current arrangement while 35 favoured a return to mentor time at the beginning of the day. There was also a separate consultation of support staff and 18 of 22 replies favoured a change. The idea of having a 4-1 split in lessons before and after lunch is still considered to be beneficial but if mentor time was to be moved, the current lesson split would put lunch at 1.35pm if there was no change to the start of the school day and this is probably too late. The following document puts forward the arguments received from staff in favour of maintaining the status quo, changing mentor time to the beginning of the day or looking at a different alternative.

There is no legal requirement to consult on changes in the school day as the law on that changed in 2011 - the responsibility is one for Governors. However we consider it very important to consider the views of staff, parents, carers and external interests such as catering, cleaning and transport before considering whether any change should be made. As 3 months’ notice ought to be given for any change it is hoped to make a decision by the end of May – this gives quite a tight turn round but it is hoped to be able to implement this change if it is agreed in September 2017.

1. **Arguments for and against put forward in the staff survey**

Arguments in favour of moving mentor time to the start of the school day

* It will allow mentors to be proactive rather than reacting to events that happen during the day
* It will improve punctuality for period 1
* Teaching staff in period 1 can get straight on with teaching rather than dealing with any uniform issues
* It will allow mentors to deal with uniform, make up etc at the start of the day
* It will allow pastoral staff to give out report cards etc and pick up any issues from home without disruption to period 1
* It will encourage mentors to start the day on a positive, encourage good behaviour and establish routines
* Teachers in period 5 will be able to go straight into after school intervention sessions without interruption
* Mentor time in the morning could have daily notices prepared by office staff the evening before and this will save mentor staff trawling through emails
* Absence will be picked up immediately as registers will be taken by 9am and so can be acted on more swiftly
* It’s just more logical to have mentor time at start of the day
* It provides an opportunity to welcome students properly in the morning
* It makes assemblies very short and it is not possible to have extended assemblies at the end of the day

Arguments against moving mentor time

* Mentors can deal with issues that have arisen during the day rather than waiting till next day
* Waiting till the next day to deal with issues means there is no idea of a fresh start
* If mentor time is in the morning, student punctuality may get worse
* If there are issues with mentor time it is important to deal with the causes not just move the problem to the beginning of the day
* It is best to just get straight into learning in a morning
* It is a good way to finish the day
* We need to look at what is done in mentor time rather than just move it

Other comments

* What about having brief registration at the beginning of the day and shorter mentor time at the end of the day?
* What about having mentor time just before lunch?

1. Current school day

8.55-9.55 Period 1

9.55-10.55 Period 2

10.55-11.15 Break

11.15-12.15 Period 3

12.15-13.15 Period 4

13.15-13.50 Lunch

13.50-14.50 Period 5

14.50-15.10 Mentor time

1. Proposal

8.45-9.05 Mentor time

9.05-10.05 Period 1

10.05-11.05 Period 2

11.05-11.25 Break

11.25-12.25 Period 3

12.25-13.25 Period 4

13.25-14.00 Lunch

14.00-15.00 Period 5

The proposal therefore has two elements

1. Moving mentor time form the end of the school day to the beginning of the school day
2. As a result of moving mentor time to change the school session times with a start time of 8.45 am (10 minutes earlier than current time) and a finish time of 3pm (10 minutes earlier than the current time)
3. Next steps
4. Consultation between April 18th and May 19th

* SLT finalise consultation document April 18th
* Consultation document to staff, parents and carers
* Consultation document to LA, transport companies, catering and cleaning companies
* Formal discussion at Governors’ Pupils, Curriculum and Standards Committee on May 10th 2017
* All written submissions to Headteacher by May 19th 2017
* Governors make decision at extraordinary Full Governors Meeting w/b May 23rd 2017

1. If proposal accepted, implementation from September 4th 2017

Please submit any response to this proposal in writing to the Headteacher or via email to: [schooldayconsultation@carrhill.lancs.sch.uk](mailto:schooldayconsultation@carrhill.lancs.sch.uk)

Andrew Waller

April 2017