



Important and, I hope, helpful information for parents and carers about the timings of the school day for the school year 2017-18

Dear Parents and Carers,

We have had to take a long hard look at the way we organise things at Tallis because of the state of school funding, and I am writing to you now to tell you about some changes from 1st September 2017.

I look forward to talking to any interested parents in more detail about finance and funding at a special meeting on

Monday 12 June 2017 at 19:00 at school.

Early Closures for Staff Training

In order to manage our finances responsibly, we made some changes that bedded-in during 2016-17. Though cost-effective, they are not very visible, so you might not realise they have happened. One of these is that teachers all teach more of the week than they used to, and many, I am sorry to say, have the absolute minimum 'non-contact' time of three hours a week. This saves money because it means that over time we can gradually reduce the number of teachers that we have. However, it has an effect on teacher workload and on the wide range of extra-curricular activities that are so valuable to us at Tallis.

In order to protect some of that valuable time, we are going to organise our teacher training time in a more flexible way, as many other schools already do. We are going to have a two-hour training session once a fortnight and will close school early to enable that. This will mean that from next September school will close **at 14:15** three times each half term.

We will rotate these sessions through Tuesdays, Wednesdays and Thursdays. Those days will look like this:

Years 7, 8, 12 and 13

08:30	Arrive at school
08:40 - 09:00	Registration or assembly
09:00 – 10:00	Period 1
10:00 – 11:00	Period 2
11:00 - 11:20	Morning break
11:20 - 12:20	Period 3
12:20 – 13:05	Lunch (period 4)
13:05 – 14:05	Period 5
14:05 – 14:15	Registration and end of day

Years 9, 10 and 11

08:30	Arrive at school
08:40 - 09:00	Registration or assembly
09:00 – 10:00	Period 1
10:00 – 11:00	Period 2
11:00 - 11:20	Morning break
11:20 - 12:20	Period 3
12:20 – 13:20	Period 4
13:20 – 14:05	Lunch (period 5)
14:05 – 14:15	Registration and end of day

No clubs or extra activities will run on early-close days.

I will send a calendar with the **dates** of the early closes well before the end of the current term, and parents of year 7 starters in September 2017 will be able to pick this up when we meet on **21 June at 17:00**. All of the information will be on the school website, which should be your first stop for information! Of course, we'll review the effectiveness of this change before the end of the next school year (2017-18) to see what we will be best for 2018-19.

A Change to the End of the School Day

From September 2017 we'll end the school day at 15:15 rather than 15:10. This is because we are adding 5 minutes back onto lunch time. Early close days will end at 14:15 as above.

Supervision of Children in the Mornings

We have also been looking closely at our safeguarding arrangements and I am making changes to the way we will organise things at the beginning and end of the school day.

You already know that we do not offer any childcare before or after school. However, some young people arrive on site very early – some at 07:00 – and we cannot take responsibility for keeping them safe for such a long time before school starts.

From September 2017 it will not be possible for any of our students to come onto the school site before 07:45. The walking gate will be locked until then and students will not be admitted onto the site by the main entrance either.

If a year 7-11 student comes to school between 07:45 and 08:20, he or she MUST go to the dining room where there is supervision. The concourse will be supervised from 08:20. Students may not go into teaching blocks until 08:30 when they head for their tutor rooms for registration at 08:40.

The dining room will be open from 08:00 for young people wishing to buy breakfast, as it is now. The sixth form study and canteen areas will be open from 08:00.

At the end of the school day, we will continue to encourage children to move off the school site by 15:45 unless they are involved in a school activity.

We are making these changes because we want to make sure that we offer the best supervision for our children when they are in school and our responsibility. Sadly, we cannot afford to increase the level of supervision to the standard that we believe necessary to continue to keep the whole site open for longer times.

I am telling you this now so that you know what we are doing and so that you have time to adjust your early morning schedules. **Please do not send your child to arrive at school before 07:45.** If possible, please try to make sure that they arrive between about 08:20 and 08:30, though I know that transport can be unpredictable!

Thank you very much for your support in these matters. Please do not hesitate to contact me if you would like to discuss any of them further. I'm happy to talk these through at the meeting about the budget on June 12th.

I'm sorry if any of this seems unfriendly. It is not intended to be so.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Carolyn Roberts', with a stylized flourish at the end.

Carolyn Roberts
Head