

Cantonian High School

Ysgol Uwchradd Cantonian



THE BEST FROM EACH
SUCCESS FOR ALL

School Session Times Policy

November 2009
Reviewed October 2012 – no changes
Reviewed January 2015 – no changes
Revised July 2018
Reviewed Summer 2020 – no changes
Revised Autumn 2023

All policies are available on request in large print format or translated into Welsh or community language

This policy was adopted by Governors on 30 November 2023

1. Purpose

- To offer a structure for the school day which promotes effective learning
- To ensure that Department for Education requirements relating to the length of the taught week are met.

The purpose of this policy is to ensure that the structure of the school day provides the best possible framework for teaching and learning. Our aim is to allow sufficient time to ensure delivery of a broad and balanced curriculum and collective worship, as well as the necessary time for registration and breaks.

2. Key Points

- The taught school week in both KS3 and KS4 is 25 hours.
- In addition to the taught week, there will be 25 minutes tutor/assembly time each day.
- The taught week will consist of 60-minute lessons based on a two week timetable.
- Any change to the school session times will only be made after consultation with parents/carers, pupils, members of staff and other interested parties. Such a change will only be made at the beginning of an academic year.
- This policy should be read in conjunction with the school's policies on: Attendance; Curriculum; Teaching & Learning.

3. Roles and Responsibilities of Governors

Governors will ensure that, if changes are being considered to the start or end time of the school day, the Headteacher will consult fully with the staff, parents/carers, pupils, and the LA. If changes are being proposed they will ensure that:

- a statement is prepared specifying the proposed change;
- a copy of the statement is provided (free of charge) to all parents/carers and copies made available for inspection at the school;
- a meeting is called to enable parents/carers and anyone else invited by the Governing Body to discuss the proposed change;
- any comments made are considered and decisions made whether to implement the proposed change, with or without any modification;
- the LA and parents/carers are informed of any change at least three months before it takes effect where the change is to the beginning of a morning session and/or the end of an afternoon one, and at least six weeks beforehand in the case of any other change.

4. The school session times for each day are:

MORNING

8.30am	Bell
8.35am	Registration
9.00am	Lesson 1
10.00am	Lesson 2
11.00am	Break
11.20am	Lesson 3
12.20pm	Lesson 4
1.20pm	Lunch

AFTERNOON

2.00pm	Bell
2.00pm	Registration (taken by class teacher period 5)
2.05pm	Lesson 5
3.05pm	End of School

The bell rings at 8.30am and 2.00pm to tell pupils that school is about to start.

BREAK-TIME ARRANGEMENTS

During break-time, between 11.00 and 11.20am, the canteen will provide various snacks, at a reasonable price. **No child will be permitted to leave school at break-time.**

LUNCH-TIME ARRANGEMENTS

Pupils in Years 7 – 11 are required to remain on school premises during lunch-time.

ALL pupils should have a meal at lunch-time; concentration on work during the afternoon is otherwise impaired.


Meals are available in the school canteen. A variety of hot and cold food and drinks is provided, at a reasonable price.


Packed lunches can also be brought to school and eaten in the canteen.

Free school meal forms are available from Schools who will then notify Cantonian High School of continuing free meal entitlement. If in any doubt, please contact the school.

5. Monitoring & Review

The Governing Body will review the policy every two years.

Agreed by Headteacher: 

Agreed by Chair of Governors: 

Date of Issue: Autumn 2023

Date for Review: Autumn 2025