

Proposed Changes to the School Day Notification to Stakeholders and Consultation Process

5th April 2019

Dear Parents/Carers

We are writing to you on behalf of the Board of Trustees, concerning a proposal to change the timings of the school day, so that you can take part in the consultation process. You may be aware that a number of schools are making similar proposals, with many schools having already implemented such changes.

Some Background Information

All teachers are legally entitled to 10% of their teaching timetable for 'non-contact time', in order to plan, mark and prepare work on a weekly basis. This time is called PPA (Planning, Preparation and Assessment).

Every week, a teacher needs to have approximately 2.2 hours of PPA when the class is covered by another member of staff.

Educational Considerations

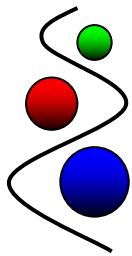
This means that some release time is taken during the afternoon, which does not interrupt the English and Maths teaching in the morning, but some PPA has to be timetabled for the morning sessions, which means that English and Maths are either taught by a different teacher that day, or taught during the afternoon.

What impact does this have on children's learning?

Covering PPA interrupts the flow of teaching in English and Maths during the mornings. Research shows that pupils are better learners in the morning and therefore, it is better to teach core lessons in the mornings.

Financial Considerations

Having outlined educational considerations, it is very important to note that **the main and essential consideration is that of the school's financial position**. The current method of enabling teachers to have their PPA time costs a very significant amount of money. Costs for schools have continued to increase whilst budgets have remained frozen. In real terms this means that many schools nationally, including Westminster, have suffered budget cuts. Figures from the Institute for Fiscal Studies show that school funding has been cut by 8% in real terms, since 2010. If we do not make substantial changes now, we would soon be in



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WESTMINSTER PRIMARY SCHOOL

Part of:
Westminster Academy Trust

Stamford Road
Handsworth
Birmingham
B20 3PN
Headteacher: Mr Maneer Samad
Email: enquiry@westmnst.bham.sch.uk
Website: www.westmnst.bham.sch.uk

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the situation of a large deficit budget. This is not acceptable, as it would mean we would no longer be financially viable as a school.

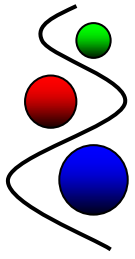
The Proposal

We are proposing that PPA should be taken on Friday afternoons and that the school day ends at the earlier time of **12:30pm on Fridays**, which will eliminate the need to arrange cover during the week.

- All teachers will be able to work together more closely to plan the best possible lessons.
- This will increase the consistency and quality of teaching in English, Maths and across the curriculum, impacting on standards across all subjects.
- Cost savings keep our school viable, continuing to provide a great education for our children.

Current timings	Proposed timings
Monday to Friday: 08:50 to 3:10	(Nursery session timings will remain unchanged) Monday to Thursday: 08:45 to 3:30 Friday: 08:45 to 12:30

Timeframe	Date
Notification to stakeholders (Parents and staff) of the proposal A period of consultation where stakeholders (parents and staff) have the opportunity to respond to the proposal (4 weeks)	5 th April to 10 th May 2019
An open meeting for all parents on Wednesday 1st May 2019 at 9:00 a.m. to discuss the proposal further	Date: Wednesday 1 st May 2019 at 9:00 a.m.
A second meeting with Trustees to discuss responses and make a final decision.	May 2019
Inform parents, giving notice about changes to be implemented.	May 2019



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Change to be implemented (if approved by Board of Trustees)	Wednesday 4 th September 2019 (2 nd and 3 rd September will be teacher training days)
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Please note that teaching time would not be reduced.

Consultation Meeting

Your feedback, including any difficulties due to work commitments, will be taken into consideration so that we can be fully informed, before any recommendation is made.

We will be holding an open meeting for all parents on **Wednesday 1st May 2019 at 9:00 a.m.** to discuss the proposal further, when I will be happy to listen to your feedback and answer any questions you may have.

In the meantime, please fill in the feedback form attached, giving details of your support or concerns, returning it to school before the consultation closing date of **Friday 10th May 2019 at 4.00 p.m.** This provides a consultation period of 4 working weeks.

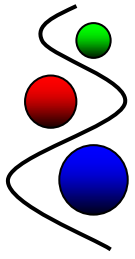
We look forward to your responses and will be glad to answer any questions that you may have, at the meeting to be held on the 1st May 2019 at 9:00 a.m.

Yours sincerely,

Maneer Samad
Headteacher

R. Fackrell
Chair of Trustees

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Parent / Carer Response and Feedback Form to be returned by 10th May 2019 (to the school office)

Your views / Ideas you wish to put forward for consideration:

Name of Child _____

Name of Parent _____

Date: _____

