



Dear Parents / Carers

June 2017

**Re: School Day 2017-18 – new timings**

Following the consultation with stakeholders on proposed changes to the school day, and ongoing negotiations with teacher professional associations about workload, I am writing to inform you of the new shape of the school day next academic year. Thank you to all members of the community who participated in the consultation.

The main reasons for changing the day are:

- Longer lessons will allow a deeper learning experience for students, and will be of particular benefit to subjects which have a practical element.
- Having one period after lunch will help ensure students do not get too tired in the afternoon and so lose focus.
- Removing afternoon registration and replacing it with 5 minutes built-in movement time leads to less student movement in the afternoon and promotes improvements in punctuality.
- An earlier start means the school day ends earlier thus allowing more opportunity for enrichment activities.
- The new morning break time matches Sydenham School, which aids changeover between sites for SFH6 students.

The school will be moving to the five period school day which was proposed in the consultation, with one amendment. As I have communicated to you over the last few weeks the school has been working with teacher professional associations to find ways to reduce teacher workload. One of the areas under consideration is planning and preparation time. In common with an increasing number of schools we will be having a slightly early closure one day per week, in our case on a Monday. This will allow teachers extra time to plan and prepare collaboratively. The shape of the day on Mondays will be slightly different to the rest of the week and the day will end 25 minutes earlier. Overall lesson time for students on that day will be 15 minutes shorter, with 5 minutes being shaved off three lessons. I am absolutely convinced that the benefits we will see from giving teachers protected time to plan high quality schemes of learning will far outweigh the small loss in lesson time.

The structure is outlined below.

| Normal School Day – Tuesday to Friday |                              | Early Closure School Day - Monday |                              |
|---------------------------------------|------------------------------|-----------------------------------|------------------------------|
| Time                                  | Session                      | Time                              | Session                      |
| 08:25 – 08:30                         | Movement Time                | 08:30 – 08:45                     | AM Registration & Tutor Time |
| 08:30 – 08:50                         | AM Registration & Tutor Time | 08:45 – 09:45                     | Lesson 1                     |
| 08:50 – 09:50                         | Lesson 1                     | 09:45 – 10:45                     | Lesson 2                     |
| 09:50 – 10:50                         | Lesson 2                     | 10:45 – 11:05                     | Break time                   |
| 10:50 – 11:10                         | Break time                   | 11:05 – 12:00                     | Lesson 3                     |
| 11:10 – 12:10                         | Lesson 3                     | 12:00 – 12:55                     | Lesson 4                     |
| 12:10 – 13:10                         | Lesson 4                     | 12:55 – 13:40                     | Lunch time                   |
| 13:10 – 13:55                         | Lunch time                   | 13:40 – 14:35                     | Lesson 5 (PM Registration)   |
| 13:55 – 14:00                         | Movement Time                |                                   |                              |
| 14:00 – 15:00                         | Lesson 5 (PM Registration)   |                                   |                              |

Dacres Road  
 Forest Hill  
 London SE23 2XN  
 T: 020 8699 9343  
 F: 020 8699 9198  
 E: [info@foresthillschool.co.uk](mailto:info@foresthillschool.co.uk)  
[www.foresthillschool.co.uk](http://www.foresthillschool.co.uk)



**Headteacher: Mike Sullivan BSc (Hons)**

We will be working with students during the rest of this term so that they are prepared for these changes. Boys starting in Year 7 in September will become familiar with the new times of the day when they visit the school for their induction day on Tuesday 4<sup>th</sup> July.

Please do not hesitate to contact me if you require further information about anything related to the changes described in this letter. I am confident that they will be of benefit to all students.

Yours sincerely

A handwritten signature in black ink, appearing to read "Mike Sullivan". The signature is written in a cursive style with a long, sweeping underline.

**Mike Sullivan**  
**Headteacher**