



St Katherine's School

15 May 2018

Dear Parents/Carers,

During term 6 we will be trialling a new structure within our existing school day. The changes and rationale for this change are set out below. We will be reviewing the impact of the changes during term 6 and we welcome your feedback on this. If the trial is successful, the new structure will continue in September 2018.

In summary, the changes ensure:

- A longer tutor time at the start of the day, rather than in the middle, to support pastoral teams in preparing students for a successful day, every day;
- Afternoon registration provides dedicated reading time for all students and prepares them for a successful Period 5;
- Securing outside speakers and visitors will be easier for 9am assemblies;
- Period 0 and Period 6 allow us to shape activities before and after school within specified times;
- There are still five, one hour lessons in the day.

During our pastoral structure review a number of colleagues highlighted the challenges of preparing all their tutees within the five minute morning tutorial period. The planned changes have been discussed with staff in school and it has been agreed by the school's leadership team as a result of the following:

### **Student voice**

Students have frequently voiced concern over morning registration and the purpose behind it. They recognise the importance of messages but beyond that it is viewed by many as a waste of time.

### **Student progress and attainment**

It is my responsibility to ensure that students are ready and prepared to learn in all lessons and that time is focussed on this objective. The current five minute tutorial does not allow tutors to proactively prepare all learners within the tutor group for the day ahead. Moving tutor time to the morning will improve the start to the day. It will:

- allow the pastoral leaders and tutors greater time to address any student concerns from the previous day or overnight more effectively and without disrupting students' learning in lesson time.
- allow for our more vulnerable students to meet with their learning mentor or other agencies supporting them in order to prepare them for the school day ahead.
- allow tutors and pastoral leaders to reinforce key expectations such as uniform, equipment, punctuality.

The tutor period will remain an opportunity for a weekly house assembly to introduce key themes and to reinforce our core values in addition to giving out important notices and to meet individual students to discuss their progress. We believe this will have a greater impact at the start of the day. With the majority of students travelling by car or public transport, it allows us to address punctuality issues that can be caused by rush hour traffic disruptions, without impact on learning time during lessons.

### **Drop Everything And Read (DEAR)**

We emphasise the importance of reading to our young people regularly during our tutor programme but there are too many competing priorities. When we consider that ninety per cent of words are experienced only in books, reading every day is crucial for all of us to develop our vocabulary. This dedicated reading time will support all our young people in developing their literacy.

### **Period 0 and Period 6**

There are many activities that take place through the school day and we want to communicate this clearly through a structure that is understood. Period 0 and Period 6, along with lunchtime activities will allow us to achieve this. We will publish our schedule for Term 6 shortly.

### **How will we ensure the changes are made smoothly without disruption?**

We intend to run a trial during Term 6 to confirm the benefits outlined above.

### **The current timing and Term 6 timings**

<b>School day</b>	<b>2017/2018</b>	<b>2018/2019 - Term 6</b>
All students on site	8.40	8.40
Movement bell	8:40	8:40
Period 0	-	8:10 - 8:40
<b>Morning tutor time</b>	<b>8:45 - 8:50</b>	<b>8:45 - 9:05</b>
Period 1	8:50 - 9:50	9:05 - 10:05
Period 2	9:50 - 10:50	10:05 - 11:05
Morning break	10:50 - 11:15	11:05 - 11:25
Period 3	11:15 - 12:15	11:25 - 12:25
Period 4	12:15 - 1:15	12:25 - 1:25
Lunchtime	1:15 - 1:55	1:25 - 2:05
<b>Afternoon tutor time</b>	<b>2:00 - 2:20</b>	<b>2:10 - 2:20</b> Drop Everything And Read (DEAR)
Period 5	2:20 - 3:20	2:20 - 3:20
Period 6	-	3:30 - 4:30

We are consulting views from all stakeholders and if you would like to share your thoughts on the proposal, please complete the following [online form](#) which will remain open until Friday 29 June 2018. We will consider all feedback and will inform all stakeholders on the final structure before the end of Term 6 to facilitate any changes that may occur from September 2018.

Thank you for your continued support.

Yours sincerely



Justin Humphreys  
**Head of School**