

Guidance for altering the timings of the school day

3. How to change the timings of the school day

Changing the timings of the school day is a relatively straightforward matter for the GB. The reasons why the GB are considering this change need to be clear and made explicit so that all stakeholders have the full facts with which to contribute to the consultation. The education, safeguarding and wellbeing of all pupils remains paramount in all discussions and consultation.

There is currently no statutory process for a school to follow for changing the school day in maintained schools or academies.

However, good practice suggests that schools and academies consult and take account of the views of all interested parties before they decide to make any changes to the school day.

The law regulating the school day for maintained schools, academies, independent schools and local authorities is explained in school attendance guidance.

<https://www.gov.uk/government/publications/school-attendance>

This guidance says:

Every school day must have two sessions divided by a break. The length of each session, break and the school day is determined by the school's governing body. The governing body has the power to revise the length of the school day as it sees fit. There is no requirement to consult parents on revisions to the school day but it can assist parents to do so.

In summary, schools should have regard for stakeholder views and manage the change responsibly.

When the GB propose to alter the school day, S&GS encourages schools to consult with appropriate bodies as early as possible; outlining the proposed changes, how change will be managed, likely impact (e.g. implications for other local schools and stakeholders) and implementation date.

Schools may consider the following steps:

- x Consult with those employed at the school.
- x Consult with parents and carers – no prescribed way of doing this but offering a meeting following written information may support a smooth transition to the new arrangements.
- x GB meets to consider consultation responses (needs to factor this into the implementation)