School Session Times Policy

Penpych Community Primary School
Ysgol Gynradd Gymunedol Penpych

Policy Leader	**: Mr T Lewis**
Head teacher	**: Mr T Lewis**
Chair of Governors	**: Mr M Cude**

Policy applies to Academic Year 2025 -26

Signed HT: **Date: September 2025**

Signed CoG: **Date: September 2025**

This policy is a:	**School Plan using LA & WG guidelines**
This policy is a:	**Non-Statutory Policy**
Policy / Document Leader:	**Mr T Lewis**
Link Governor:	**Mr M Cude**
Key Personnel in Policy:	**Headteacher,**
Published / located:	**Website/ School Administration Office**

Aims of Policy:

- **To outline the policy and provision for school session times at the school.**

Review date	**September 2024**
Next review date	**September 2027**
Reviewed by	**Policy committee**

Changing of School session Times

The Changing of School Session Times (Wales) Regulations 2009 came into force on 1 April 2009 (and revoked the Changing of School Session Times (Wales) Regulations 2000).

Procedure for Changing School Session Times by a LA

The new regulations introduce procedures to be followed by a LA, where it considers that a change in the session times for the start or end of a school day at any maintained school is necessary.

Where a LA propose to issue a notice to the governing body of a school to amend the school session times, it must:

a) consult the governing body, the head teacher and all the other staff of the school;

b) prepare a statement:

i. indicating that it proposes to make a change in the school's session times;

ii. specifying the proposed change and when it is proposed that it should take effect;

iii. giving details of the date, time and place of the meeting and explaining that those unable to attend the meeting may submit written comments on the proposed change before the meeting takes place;

c) produce that statement and any annex in such language or languages (in addition to Welsh or English), if any, as it considers appropriate;

d) take such steps as are reasonably practicable to secure:

i. that the parents of all registered pupils at the school are given (free of charge) a copy of the statement not less than two weeks before the meeting; and

ii. that copies of the statement are available for inspection (at all reasonable times and free of charge) at the school during the two week period immediately preceding that meeting;

e) provide an opportunity for discussion of the proposal at a meeting which is open to:

i. all parents of registered pupils at the school;

ii. the head teacher and all the other staff of the school;

iii. members of the governing body;

iv. such other persons as the LA may invite;

f) consider any written comments submitted in accordance with paragraph (b)iii. and any comments made at the meeting on the proposal before determining whether any change in those times should be made and (if so) whether the proposal should be implemented with or

without any modification.
g) If the LA determines to implement the proposed change (with or without modification), it must,
not less than three months before any change is to take effect:
• inform the governing body and head teacher of the change and of when it is to take effect;
and
• take such steps as are reasonably practicable to secure that the parents of all registered
pupils at the school are so informed

A change in the times of a school session must only be made so as to take effect at the beginning of a school year.
The proceedings of any meeting held under this part of the regulations are to be under the control of the LA.

Procedure for Changing School Session Times by a Governing Body
Part 4 of the new regulations prescribe the procedure to be followed by a governing body of a community, voluntary controlled or community special school or a maintained nursery school when it proposes to make any change in the times of school sessions (or, if there is only one, the school session). In such a case, the governing body must:

a) consult the LA, the head teacher and all the other staff of the school; and
b) prepare a statement:
    i. indicating that it proposes to make a change in the times;
    ii. specifying the proposed change and when it is proposed that it should take effect;
    iii. drawing attention to any comment on the proposal included as an annex to the statement by virtue of paragraph c. and including such response to the comment as it may consider appropriate; and
    iv. giving details of the date, time and place of the meeting which it is required to hold and explaining that those unable to attend the meeting may submit written comments on the proposed change before the meeting takes place;
c) if so required by the LA, include as an annex to that statement such written comment on the proposal as the authority may provide for that purpose;
d) produce the statement and any annex in such language or languages (in addition to Welsh or English), if any, as it considers appropriate or as the LA may direct;
e) take such steps as are reasonably practicable to secure:
    i. parents of all registered pupils at the school are given (free of charge) a copy of the statement and any annex, not less than two weeks before the meeting, and
    ii. copies of the statement and any annex are available for inspection (at all reasonable times and free of charge) at the school during the two week period immediately preceding that meeting
f) provide an opportunity for discussion of the proposal at a meeting which is open to:

i. all parents of registered pupils at the school;
ii. the head teacher and all the other staff of the school; and
iii. such other persons as the governing body may invite;

g) consider any written comments submitted in accordance with paragraph (b)iv. and any comments made at the meeting on the proposal, before determining whether any change in the times should be made and (if so) whether the proposal should be implemented with or without any modification.

If the governing body determine to implement the proposed change (with or without modification), it must, not less than six weeks before any change in those times is to take effect:

• inform the LA of the change and of when it is to take effect; and
• take such steps as are reasonably practicable to secure that the parents of all registered pupils at the school are so informed.

Where the change concerns the start or end of the school day the period referred to in the above paragraph must not be less than three months.

A change in the times of a school session must only be made so as to take effect:

• where it affects the start or end of the school day, at the beginning of a school year; and
• in all other cases, at the beginning of a school term.

The proceedings of any meeting held under this part of the regulations are to be under the control of the governing body.

Length of School Sessions

Sessions must allow sufficient lesson time to deliver a broad and balanced curriculum that includes the national curriculum and religious education. Schools are free to decide the length of each lesson but current recommendations per week are as follows: Age	Suggested minimum weekly lesson time (hours)
5-7	21.0
8-11	23.5
12-16	25.0

The suggested minimum weekly lesson times relate to the hours during which pupils are being taught. The recommended lesson hours above include religious education but do not include the act of collective worship, nor do they include registration or breaks. Enough time should be allowed within school sessions for all these activities.

For special schools the timings may be more flexible. They will need to allocate time for activities particular to the requirements of their pupils, such as training in mobility, signing or the use of Braille and for any medical treatments required. They also need to take into account the length of time that pupils spend each day travelling to and from school. However, in general, special schools should regard the guidance above as representing a level of provision to which they should aspire where practicable and where it is in the educational interests of the individual pupil. When determining hours of taught lessons, special schools should bear in mind the range and level of work being undertaken by pupils as well as their chronological age.

The head teacher must make information available to parents and others about the starting and finishing times of the school sessions

This policy is to be reviewed every three years.

Explanatory note

(This note is not part of the Regulations

Section 32 of the Education Act 2002, as amended by the Learner Travel (Wales) Measure 2008, sets out who is responsible for determining the dates of school terms, school holidays and the times of school sessions. For foundation, voluntary aided and foundation special schools, the governing body determines all these, and for community, voluntary controlled, community special schools and maintained nursery schools, the governing body determines the times of school sessions (with the local education authority determining the dates of the school terms and holidays). However where a local education authority considers that a change in any maintained school's session times is necessary or expedient to promote the use of sustainable modes of travel or to improve the efficiency or effectiveness of its travel arrangements, it can determine the time the school's first session begins and its second session ends (or if there is only one session, its start and end).

The School Day at Penpych Community Primary School

As required by law, the school is open for 195 days per year (190 x teaching days and 5 x statutory training days for staff).

Each teaching day is divided into two sessions separated by a break – this is a total of 380 sessions (190 days).

Total hours spent in school each day week	**Nursery – 35 hours per week** **Lower School – 35.5 hours per week** **Upper School – 35.75 Hours per week**
Registration / worship	**25 mins per day x 5 = 2hours 5 mins per week**
Time spent teaching the curriculum	**Nursery – 21.25hr per week** **Lower School – 23.75hr per week** **Upper School – 24.5hr per week**