



LEARNING TO BE EXTRAORDINARY

Part of the CSIA Trust, Company No. 7551989

Dear Parents and Carers,

Re: Changes to the school day and protocols at CSIA

I am writing to inform you that following our consultation period we have decided to introduce all of the changes to the structure of the school day that will come into effect from the beginning of the autumn term in September. They are:

- The school day will finish at **3pm** for students in **Years 7-10** and the **VI Form**. Year 12 and 13 study support and intervention will continue after school as normal. Co-curricular and sporting activities will continue as normal and finish at 4.15pm. The school buses will move 15 minutes later than they are now to ensure school transport is not affected.
- The school day will finish at **4pm** on **4 nights** of the week for students in **Year 11** as they will have a period 5 to ensure they are fully prepared to take their GCSE examinations next summer. This is a supportive measure as we want all students to fulfil their potential and want the best for them and their future; staff in our school care and go above and beyond. This is a compulsory part of their day and normal attendance procedures will apply.
- Nexus students will continue to have their extended days as normal. However, Nexus will finish at 3pm when there is no co-curricular and 4.30pm when there is.

These changes will start from **September 2023**.

There will be a minibus service at **4.15pm** for **Year 11** students who would normally take the school bus home at 3pm.

I would also like to remind parents that students should not be on the school site before staff supervision starts at **8.10am** unless they are signed up to Breakfast Club. Breakfast Club starts at **7.45am** and all students should go straight to Einsteiners and stay there until at least 8.10am. At the end of the school day students should leave site unless they are with a member of staff in a supervised

In this letter:

Change in the length of the school day:

From September the school day will finish at **3pm** for students in **Years 7-10** and the **VI Form**

Year 11 - The school day will finish at **4pm** on 4 nights of the week (M, W, Th + Fr)

Students should not be on the school site before **8.10am** unless they go to Breakfast Club.

Breakfast Club starts at **7.45am**

At the end of the school day students should leave site unless they are with a member of staff in a supervised co-curricular.



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co-curricular. This includes homework club, sports practices etc. No students should be on the school site if they are not being directly supervised by a member of staff.

Following discussions with many parents we have decided to make our school rules easier to understand. So from September the following changes will come into effect:

- There will be no detentions on main site
- Homework will be rewarded with praise points but there will be no detentions for non-completion. There will be a homework support room open every evening until 4.00pm to support students with completing homework and members of staff will be on hand to help.
- Students who need to be parked from a lesson, who do not follow instructions, are late to school or are late to lessons (2 mins after the start of the lesson) will be sent to Reflection. Time in Reflection will be 2 lessons plus a break or lunch. Reflection replaces IE and students will go to a triage room before they enter Reflection. Behaviour mentors will spend time with students to make sure they are in the right frame of mind and are ready to make better choices in the future. Triage and Reflection will have a new location and students will be informed of this at the beginning of the new term.
- Toilets – we will never stop students from using the toilets but we think that the majority should not need to go in lesson time. We are providing time between lessons to go to the toilet and have also increased supervision of the toilets at break time and lunch times. Each time a student goes to the toilet during lesson time they will need to report to the year team at the next break or lunch to discuss their organisation and a phone call home will be made. We aim to support students and ensure their wellbeing is paramount.

Mr Fenlon will shortly be sending home the updated uniform guidance and I hope you will find it useful in purchasing new uniform and equipment before the start of the new academic year. In the autumn term will start a consultation about introducing tailored shorts for next summer.

I appreciate that these changes may affect you in terms of childcare or working arrangements and ask that you contact the year team your child is in to arrange a meeting so we can help solve any problems these changes may have.

Thank you and have a wonderful summer.

Yours sincerely

Emma Haase

Principal



Times of the school day

From 4th September 2023

8.30 - 8.55 Tutorial

8.55 - 9.00am Movement time

9.00 - 10.15am Period 1

10.15 -10.35 Break (warning bell sounds at 10.30)

10.35 - 11.50 Period 2 (warning bell sounds at 11.50)

11.50 -11.55 Movement time

11.55 - 1.10 Period 3

1.10 -1.45 lunch (warning bell sounds at 1.40)

1.45 - 3.00 Period 4

3.00 – 4.00 Period 5 (Year 11 only Mon, Wed, Thur & Fri)