



Ysgol Plas Brondyffryn School Sessions Times Policy

This Policy has been written to cover all sites belonging to Ysgol Plas Brondyffryn. This includes:

Ty'n Fron – Primary Site

Park Street – Secondary Site

Ty'r Ysgol – Secondary Site- SLD

Gerddi Glasfryn – Residential Site

Please note that whenever the terms Brondyffryn or School appear they are therefore referring to all of the above sites.

1. Description of School and its Community

Ysgol Plas Brondyffryn is a Local Authority Residential Special School maintained by Denbighshire Education Authority. The school specialises in meeting the needs of children/young people with Autistic Spectrum Condition (ASC) and associated specific learning difficulties aged 3-19 years. The school is able to accommodate up to 125 children/young people. Gerddi Glasfryn Residential accommodates between 26 – 30 children/young people on a part time basis. As a Regional school, Ysgol Plas Brondyffryn welcomes children/young people from across North Wales and the closer counties of England. Our policies are relevant to all our children/young people regardless of county of residence.

The majority of the children/young people are from English speaking families. For most children/young people, Welsh is taught as a second language; however, education can be provided through the medium of Welsh if requested by the family and detailed in the Statement of Special Educational Needs. The majority of the children/young people are boys due to the higher prevalence of autism in males.

At YPB we are conscious of the need to maintain a low arousal environment which has been shown to be beneficial for individuals with ASC, reducing their anxiety and aiding concentration. To this end, we strive to keep all areas tidy and free from clutter; to make sure classroom displays are orderly and muted in colour; to communicate information in a clear and concise manner and to aim for a quiet and calm atmosphere. The approach varies on each site as dictated by the needs and abilities of the pupils and our aim is always to organise the environment as far as possible to promote independence in our young people.

2. Description of Policy Formation and Consultation Process

This Policy has been formulated by a working party consisting of the Senior Leadership Team. Staff, governors and parents were consulted before the Policy was finalised and formally adopted by the Governing Body.

3. 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).

4. 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:

- consult the governing body, the head teacher and all the other staff of the school;
- prepare a statement:
 - indicating that it proposes to make a change in the school's session times;
 - specifying the proposed change and when it is proposed that it should take effect;
 - 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;
- produce that statement and any annex in such language or languages (in addition to Welsh or English), if any, as it considers appropriate;
- take such steps as are reasonably practicable to secure:
 - 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
 - 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;
- provide an opportunity for discussion of the proposal at a meeting which is open to:
 - all parents of registered pupils at the school;
 - the head teacher and all the other staff of the school;
 - members of the governing body;
 - such other persons as the LA may invite;
- consider any written comments submitted in accordance with paragraph 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.
- 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.

5.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:

- consult the LA, the head teacher and all the other staff of the school; and
- prepare a statement:
 - indicating that it proposes to make a change in the times;
 - specifying the proposed change and when it is proposed that it should take effect;
 - 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
 - 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;
- 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;
- 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
- take such steps as are reasonably practicable to secure:
 - 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
 - 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
- provide an opportunity for discussion of the proposal at a meeting which is open to:
 - all parents of registered pupils at the school;
 - the head teacher and all the other staff of the school; and
 - such other persons as the governing body may invite;
- consider any written comments submitted in accordance with paragraph (b) 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.

6. Length of School Sessions

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| 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. 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.

The school session times are:

| | Start of the Day | Morning break | Lunchtime break | End of the day |
|-------------|------------------|----------------|-----------------|----------------|
| Primary | 9.05am | 10.45-11.00am | 12.45- 13.45 | 3.20pm |
| Park Street | 8.55am | 10.55- 11.10am | 12-1pm | 3.35pm |
| Ty'r Ysgol | 8.50am | 10.45-11.00am | 12-1pm | 3.30pm |

Policy reviewed: May 2016

To be reviewed: May 2017

Equality Impact Assessment completed

An Equality Impact Assessment offers an opportunity for staff to think carefully about the impact of their work on local people and other members of staff.

Date completed:

May 2016

