22nd April 2021

**Consultation on proposed changes to the timings of the School Day for learners scheduled to come into effect on 2nd September 2021**

You will be aware of the many and various challenges that have presented in recent years in terms of the sheer number of vehicles accessing the carpark to transport learners to and from school. This has been an issue since 2012 but has become more and more of an issue as learner numbers have increased. Additionally, all learners (across the age ranges) have undertaken the same teaching time (irrespective of phase) and this consultation seeks to address the specified times cited by the Welsh Government for each of the phases. Also, with the changes to lunchtime arrangements and teaching time being increased to facilitate teaching of independent eating skills and additional social skills, it is appropriate to consider amending the times of the school day for learners. (Staff times will be maintained in terms of hours on site)

The Governing Body has developed a proposal for an amended school day which I and the Leadership Team fully support. This proposal is based on Health and Safety and the clear benefits that this will bring.

I am very mindful that any changes to the school day will need to be implemented through open transparent and timely consultation with parents/carers, staff and with our wider stakeholders so that we can ensure that we fully understand the impact of the proposals.

I am, therefore, writing to consult with you about proposed changes to the timing of the School day.

The table below shows the current school day and the proposed changes that, if agreed, would come into effect at the start of the new academic year on **2nd September 2021.**

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| **Pen-y-Cwm Special School****Proposals for changes to the school day from September 2nd 2021****Primary Phase (N – Year 6)** |
| **Current** | **Start: 9.05am** | **Lunch: 12.15-1.15pm** | **End: 3.35pm** |
| **Proposed** | **Start: 9.00am** | **Lunch: 12.00 – 12.30pm** | **End: 3.00pm** |
| **Pen-y-Cwm Special School****Proposals for changes to the school day from September 2nd 2021****Secondary Phase (Year 7 – 11) and Post 16 Phase (Year 12 -14)**  |
| **Current** | **Start: 9.05am** | **Lunch: 12.15-1.15pm** | **End: 3.35pm** |
| **Proposed** | **Start: 8.50am** | **Lunch: 12.30 – 1.00pm** | **End 3.10pm** |

In line with the **‘**Changing of School Session Times (Wales) Regulations 2009,the proposed changes must be published and communicated to all stakeholders. The details of the proposal will also be available on our website www.penycwm.com, through DoJo and Schoop and hard copies will be available at school. In accordance with the Regulations there is a mandatory period of 2 weeks notice following publication of the proposals to consider stakeholder views and the dates of these meetings at which views and comments can be made in person are listed below:

* **Meeting with staff and their representatives – 23rd April at 3.15 via a Teams meet**
* **Meeting with parents and carers – Wednesday 28th April at 2.00pm via a Teams meet**
* **Meeting with wider stakeholders such as childcare providers, transport services, catering and cleaning services etc – Wednesday 28th April at 3.00pm**

However, should you wish to offer any views and/ or comments on the proposal these can be submitted via email or letter to Sian Blackmore at schooladmin@penycwm.com or Pen-y-Cwm Special School, Strand Annealing Lane, Ebbw Vale, NP23 6AN, Blaenau Gwent

**The closing dates for views and comments is 3pm, 12th May 2021.**

At this stage all views will be collated in to a report to be considered by the Full Governing Body at a meeting on 18th May 2021 where a decision will be made as to whether to proceed or otherwise with the proposed changes. If the changes to the school day are agreed then formal notice will be issued in line with the Regulations and any proposed changes will come in to effect on 2nd September 2021.

I hope that the information contained in this letter is clear and helpful in providing the background, the proposals and the processes, however, if you require any further clarification please speak to Miss S Blackmore, Assistant Headteacher.

I look forward to seeing you at one of our consultation events.

Yours sincerely,



D. Brill-Williams