



8 June 2018

Dear Parent(s)/Carer(s)

**Consultation regarding the Timings of the School Day and Change to the School Name**

As we start the second half of the summer term and look forward to the summer holidays, I would like to engage you in a consultation about the proposal to change the timings of the school day, together with the proposal to change the School Name. It is intended for these changes to take effect from September 2018.

Timings of the School Day

We are currently in the process of evaluating all aspects of school with the intention of improving every aspect of our performance. We believe the proposed new school day will allow for much calmer, orderly and well supervised social periods. This proposed change is in direct response to concerns raised by students about access to supervised facilities for everyone during social times. This is particularly important during the winter months when it is incredibly difficult for the school to provide sufficient indoor supervised spaces during this period of time. There are many “Outstanding” schools that have successfully implemented a school day model that includes split lunch breaks of 30 minutes in duration.

The tables below and overleaf set out the existing arrangements together with those proposed for September 2018.

Current School Day and Social Time Arrangements

ACTIVITY	TIME	DURATION
Registration/Form Time/Assembly	08.50 - 09.15	25 minutes
Period 1	09.15 - 10.15	60 minutes
Period 2	10.15 - 11.15	60 Minutes
Morning Break	11.15 - 11.30	15 minutes
Period 3	11.30 - 12.30	60 minutes
Lunchtime	12.30 - 13.10	40 minutes
Period 4	13.10 - 14.10	60 minutes
Period 5	14.10 - 15.10	60 minutes
End of day/Extra Curricular	15.10 Onwards	



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Proposed School Day and Social Time Arrangements - September 2018

Registration	09:00 - 09:20			
Period 1	09:20 - 10:20			
		<b>Y8 &amp; Y10</b>	<b>Y7</b>	<b>Y9 &amp; Y11</b>
Period 2 / Break	10:20 - 10:35	Break	Break	Period 2
	10:35 - 11:35	Period 2	Period 2	
	11:20 - 11:35			Break
Period 3	11:35 - 12:35	All Years		
<b>Split Lunch</b>				
		<b>Y8 &amp; Y10</b>	<b>Y7</b>	<b>Y9 &amp; Y11</b>
Period 4 / Lunch	12:35 - 13:05	Lunch	Period 4a	Period 4
	13:05 - 13:35	Period 4	Lunch	
	13:35 - 14:05		Period 4b	Lunch
Period 5	14:05 - 15:05	All Years		
Period 6	15:05 - 16:05	Additional Support		

Having looked at similar provision in other secondary schools, and from the informal discussions that have taken place to date with key stakeholders, we have enclosed a frequently asked questions document that should provide some clarity around some immediate questions that you may have.

If you would like to respond to the consultation and give your view, you should do so in writing by contacting Helen Grandfield, Carleton Community High School Business Manager on email address [hgrandfield@carletonhigh.patrust.org.uk](mailto:hgrandfield@carletonhigh.patrust.org.uk) or by writing to the above address. The deadline for any input in to the consultation is Friday 15 June 2018.



### Frequently Asked Questions

**Q. Do the new lunchtime arrangements provide students with sufficient time to have their lunch and a sufficient break from their learning?**

**A.** The proposed lunchtime arrangements do represent a reduction in time for lunch from 40 minutes to 30 minutes. Given that there will be significantly less students taking their lunch break at any one time, this gives students and staff ample time to take their lunch and take a break from teaching and learning. It will reduce the queuing times and make movement around site quicker, safer and easier for our students.

**Q. Is it appropriate that some students should have to wait until later in the day to have something to eat?**

**A.** We support all our students to make independent choices about when they access their food and drink during the school day. The dining room facilities will continue to serve breakfast items from 8.30am and, if students choose not to have breakfast, the break time service is an hour earlier than it is currently for the majority of students. There is no change to the timing of the break time arrangements for the remaining students. Our catering arrangements are such that a wide range of healthy snacks and a variety of foods are readily available at breakfast, break time and lunch. Our menus are reviewed termly and we welcome feedback from students and parents regarding the offer that is available. We will endeavour to support our students who may find the transition to a later lunch difficult, by encouraging them to make sensible, healthy choices during breakfast and/or break time services.

**Q. Will the reduction in lunchtime affect the extra-curricular activities being offered to students?**

**A.** Carleton Community High School offers all of its students a wide range of extra-curricular activities and will continue to do so. Student participation is generally greater at the end of the school day rather than during lunch time. By reducing the school day this allows for the after school activities to finish earlier - this is particularly important during the winter months.

**Q. Will the designated lunchtime areas for students change?**

**A.** Both Carleton Community High and The King's schools have recently invested in an outside serving kiosk which provides a range of food items particularly suited to being consumed outside. The original designated eating spaces will continue to be available and will be reviewed to reflect the changing needs of the school.





### Changes to the School Name

As you are aware Carleton Community High School is a part of the Pontefract Academies Trust, a multi academy trust that operates six primary schools and two secondary schools in Pontefract.

It is proposed to drop two separate aspects of the current school name. Firstly, the school used to be a specialist science school and used to receive additional money for this. The Government withdrew this funding a number of years ago. Therefore, as a minimum we need to drop this part of the name.

Secondly, it is proposed for the School to be called Carleton High School and not Carleton Community High School. Whilst this would only be a return to what many people of a certain age will remember the School being called, it is important that we give parents, staff and students the opportunity to comment as part of a consultation. The name Carleton High School provides continuity and people in the local community know this name already. Many members of the community will have fond memories of "Carleton High" and might want it to return to that name.

We would encourage you to offer your views about the proposal to return to Carleton High School and for the dropping of the specialist science school part of the name. If you would like to submit views you are most welcome to do so by email to: [hgrandfield@carletonhigh.patrust.org.uk](mailto:hgrandfield@carletonhigh.patrust.org.uk).

The closing date for all views to be submitted is Friday 15<sup>th</sup> June 2018.

We understand that a key issue relating to any potential name change and rebranding relates to school uniform. We can assure you that any uniform changes that come out of this would be managed in a very staged and considered way. We will not expect completely different uniforms to be purchased for current students in September 2018, no matter what is decided about the name of the school.

We very much look forward to hearing your views.

Please can I take this opportunity to thank you for your continued support of the school.

Yours faithfully

James Franklin-Smith  
Executive Head Teacher