

# **Cwm Glâs Primary School**

## **Guidelines – Time Management / School Session Times**

### **Introduction**

The Education (School Day and School Year) (Wales) Regulations 2003 apply to schools maintained by LAs and to special schools (whether or not so maintained). They make provision (among other things) for a school day which is ordinarily to be divided into two sessions (with a break for lunch in the middle), and for schools (other than nursery schools) to meet for at least 380 sessions, which equates to 190 days, during any school year.

*Taken from 'Guide to the Law: Autumn 2009, Chapter 22'*

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:

<b>Age</b>	<b>Suggested minimum weekly lesson time (hours)</b>
5-7	21.0
7-11	23.5
11-16	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.

At Cwm Glâs Primary School the school day begins at 8.45 a.m. and ends at 3.00 p.m. for all age groups. The associated lesson and break times are identified in the 'Guidelines – Daily Routines and Procedures – Foundation Phase Department' and 'Guidelines – Daily Routines and Procedures – Junior Department', located in the staffroom and issued to all staff. Parents are advised of school times in the school prospectus that is issued to the parents of all children new to the school.

### **Use of Teaching Time**

The Welsh Office Circular noted the difficulty in attempting to construct a timetable, especially in the primary phase. It stated,

*"...the inter-relationship of curricular experiences makes it difficult to specify exact proportions of time that should be spent on particular curricular activities. Further, the Education Reform Act (1988) prohibits the Secretary of State from specifying time allocations for subjects."*

However, as greater emphasis is now placed upon planning, it seems reasonable to suggest time allocations for each aspect of learning. Welsh Office Circular 43/90 makes recommendations that arise out of existing good practice. They are offered as planning tools only, to check against imbalance.

At Cwm Glâs Primary School the curriculum is partially designed in an integrated manner, and often implemented through topic or thematic work. We consider it neither desirable nor advantageous to teach, for example, fifty-four minutes of history per week. Rather, to gain an in-depth appreciation of historical interpretation, knowledge and understanding, chronology, enquiry and language, pupils' skills would be better developed through a coherent theme. Teachers have the discretion (bearing in mind breadth, balance and the prescribed curriculum time allocation) to plan units of work which satisfy learning objectives, programmes of study and pupil needs. Children in Nursery settings receive an education based on the seven areas of Foundation Phase Development.

There are two weeks allowed for statutory assessments, work in contexts other than school to support the National Curriculum, special events (e.g. Dydd Gwyl Dewi Sant), and for school priorities.

**TAUGHT TIME ALLOCATION – Fig. 1** *Correct 2015/2016*

<b>FOUNDATION PHASE</b>			
Total length of school day:			
a.m.	3 hrs 15 mins	X 5 (weekly)	16 hrs 15 mins
p.m.	2 hrs 15 mins	X 5 (weekly)	11 hrs 15 mins
Total			27 hrs 30 mins (1)
Total amount of excluded times as defined in circular 43/90:			
Registration & Check-in / PSE	15 mins	X 5 (weekly)	1 hrs 15 mins
Phase Assembly	20 mins	X 3 (weekly)	1 hrs 0 mins
School Assembly	30 mins	X 1 (weekly)	0 hrs 30 mins
Playtimes	15 mins	X 5 (weekly)	1 hrs 15 mins
			4 hrs 0 mins (2)
<b>Total teaching time available</b>		<b>(1) – (2)</b>	<b>23 hrs 30 mins</b>

<b>KEY STAGE 2</b>			
Total length of school day:			
a.m.	3 hrs 45 mins	X 5 (weekly)	18 hrs 45 mins
p.m.	1 hrs 45 mins	X 5 (weekly)	8 hrs 45 mins
Total			27 hrs 30 mins (1)
Total amount of excluded times as defined in circular 43/90:			
Registration & Check-in / PSE	10 mins	X 5 (weekly)	0 hrs 50 mins
Phase Assembly	20 mins	X 3 (weekly)	1 hrs 0 mins
School Assembly	30 mins	X 1 (weekly)	0 hrs 30 mins
Playtimes	15 mins	X 5 (weekly)	1 hrs 15 mins
			3 hrs 35 mins (2)
<b>Total teaching time available</b>		<b>(1) – (2)</b>	<b>23 hrs 55 mins</b>

## Use of Discretionary Time

At Cwm Glâs Primary School any discretionary time available will be utilised to further the following school priorities (not in order of priority):

1. Literacy;
2. Numeracy;
3. The development of Information Communication Technology skills
4. The development of pupils' social skills, self-esteem and self-discipline through Personal and Social Education (P.S.E.).

The use of this time, and the development of these priorities, will be at the discretion of individual class teachers and will reflect class and individual pupil needs.

## Management of Staff Time

Teachers' directed duty time of 1265 hours per year encompasses both teaching and other professional duties. Fig. 2 outlines how staff time at Cwm Glâs Primary School is managed.

**MANAGEMENT OF STAFF TIME – Fig. 2**

School Day (195 days X 5 hrs 50 mins)	1137 hrs 30 mins
ADDS sessions (12 X 1 hr 30 ins per term X 3)	+ 54 hours
Record-keeping (6 X 1 hr 30 mins per term X 3)	+ 27 hours
Parental Interviews (4 X 3 hrs 30 mins)	+ 14 hrs
Primary/Secondary liaison meetings (1 hr per term X 3)	+ 3 hrs
Professional Reading (3 hrs 30 mins per term X 3)	+ 10 hrs 30 mins
Directed duties (e.g. classroom organisation, whole-school display, concerts, Home School Association activities, etc.)	+ 19 hrs
<b>Total</b>	<b>1265 hrs *</b>
* N.B. Marking pupils' work, writing reports and lesson preparation are not included in the above figures.	

Further detail on the breakdown of time and teachers' duty can be found in the 'Guidelines – Daily Routines and Procedures' for both Foundation Phase and Junior Departments', located in the staffroom and issued to all staff.

## Documentation considered in the formulation of this policy

- Estyn (1999) 'The Management of Teaching Time in Primary Schools'
- CCW (1993) 'Review of the National Curriculum and its Assessment Framework in Wales'
- Welsh Office (1990) Circular 43/90
- The Education (School Day and School Year) (Wales) Regulations 2003
- Guide to the Law: Autumn 2009, Chapter 22

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