



St Nicolas and St Mary CE Primary School

Eastern Avenue, Shoreham-by-Sea, West Sussex BN43 6PE

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Bishop
Otter
Academy
Trust

Headteacher: Mr A Lincoln BA Hons.

Executive Headteacher: Mr D Etherton BEd Hons. NPQH

Tuesday 26th March 2024

Dear Parents, Carers and Staff

Proposal to change the length of the school day

I am writing to inform you of some proposed changes to the structure of the school day here at St Nicolas & St Mary CE Primary School.

Our current arrangements are:

8.45am School gates open

8.55am Children go into school / registration time.

3.10pm Home time for Reception

3.10pm Key Stage 1 (Year 1 and Year 2)

3.15pm Home time for Key Stage 2 (Years 3-6)

This means that, from registration time to home time:

- Key Stage 1 are in school for 6 hours and 15 minutes per day (31 hours and 15 minutes per week)
- Key Stage 2 are in school for 6 hours and 20 minutes per day (31 hours and 40 minutes per week)

We need to increase the length of the school day to ensure that we meet the Department of Education's new minimum expectation of a 32.5-hour school week. (6.5 hours per day) for children in KS1 and KS2.

We are not proposing to change the start and finish times for Little Fishes Nursery. The length of the school day for Reception will not change, but the start/finish times might.

We would like to seek your views on the options set out on the next page.

Should the changes be approved, they will come into force from September 2024.

The information in this letter has also been sent to St Peter's Primary School and Buckingham Primary School.

I appreciate that these changes may affect you in terms of childcare or working arrangements, and you may have questions related to your child's education. For this reason, I would like to invite you to please share any feedback that you have by sending it to office@stnm.org.uk or by completing our online [survey](#) by Wednesday 8th May 2024.

Governors will consider the responses to the consultation on the 13th May and I will write to you about their decision by Friday 17th May 2024.

Yours sincerely,

Andy Lincoln

Headteacher

Consultation re changing the school day

OPTION 1 – School starts 10 minutes earlier and finishes 5 minutes later for Years 1 and 2

- 8.35am Children start going into school
- 8.45am Registration time (start of school day)
- 9.00am Little Fishes Start
- 3.00pm Home time for Little Fishes Nursery
- 3.10pm Home time for Reception
- 3.15pm Home time for Years 1-6

OPTION 2 – School starts 5 minutes earlier and finishes 5 minutes later

- 8.40am Children start going into school
- 8.50am Registration time (start of school day)
- 9.00am Little Fishes Start
- 3.00pm Home time for Little Fishes Nursery
- 3.10pm Home time for Reception
- 3.20pm Home time for Years 1-6

OPTION 3 – School starts same time (except for Reception) and finishes 10 minutes later

- 8.45am Children start going into school
- 8.55am Registration time (start of school day) for Years 1-6
- 9.00am Registration time (start of school day) for Reception
- 9.00am Little Fishes Start
- 3.00pm Home time for Little Fishes Nursery
- 3.15pm Home time for Reception
- 3.25pm Home time for Years 1-6

Please email the school office, or complete the online survey [here](#) and indicate whether you prefer Option 1, 2 or 3 and the reasons why.

If you would like to propose a different option, please do.

If you have any questions or suggestions, please be in touch.