



Monday 18th March 2024

Dear Parent/Carer

Re: School Day Timings (2024/2025)

I am writing to inform you that from this September the timings of our school day will change slightly. In light of the improvements we have made to our canteen provision, as well as an increased uptake by students and staff since January, we will be extending lunchtime by 10 minutes in the new academic year. Therefore, our lunch break will be from 1.20pm until 2.00pm. This means our school day will finish at 3.10pm. Please find outlined below what the timings of our school day will be:

	Time
Breakfast Available <i>(Students to access via the Pedestrian Gate and enter via the door opposite ICT Services.)</i>	07.45 – 08.15
Warning Bell <i>(Students to be on site to be ready to move to tutor time. Any student arriving after this time will be marked as late on the 'Late Gate' by the Attendance Officer/SLT on duty.)</i>	08.25
Morning Tutor Time <i>(Tutors will take their morning register promptly at 08.30.)</i>	08.30 – 09.00
Lesson 1	09.00 – 10.00
Lesson 2	10.00 – 11.00
Break Time <i>(Warning bell to go at 11.15 to inform students to move to lessons.)</i>	11.00 – 11.20
Lesson 3	11.20 – 12.20
Lesson 4	12.20 – 13.20
Lunch Time <i>(Warning bell to go at 13.55 to inform students to move to lessons.)</i>	13.20 – 14.00
Lesson 5	14.00 – 15.00
Afternoon Tutor Time	15.00 – 15.10

In September we will also be introducing a new biometric system for the payment of food and drink. This will allow you to add money to your child's account whilst also monitoring their purchases. Further information regarding this will be communicated in the summer term.

Our Student Voice representatives are starting to meet with our Business Manager, Canteen Manager and Miss Bradley to review our current meal and snack provision to discuss what further changes and improvements they are keen to see.

This is an exciting time and the feedback since appointing our new Canteen Manager has been overwhelmingly positive. We anticipate further interest in our developing menu and hope this additional ten minutes at lunchtime will support more students enjoying a hot and healthy meal in school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Foster', written in a cursive style.

Mrs K Foster
Headteacher