



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

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learning community*

24th April 2015

Dear Parent(s)/Carer(s)

I am writing to inform you about a proposed change to the school day from September 2015. Currently the school day starts at 8.45am and we expect all students to be in school by 8.40am at the latest, so they can be in the appropriate place by 8.45am. Morning Registration occurs between this time and 9 o'clock.

Our proposal is to move these timings forward by 5 minutes with the school day starting, at 8.40am and therefore, requiring students to be in school by 8.35am.

This change will allow us to add 5 minutes to morning break time in order to aid staff commuting between the sites. Whilst we recognise the many benefits of being a split site school, moving between our two school sites is a particular challenge for staff. Currently morning break is 20 minutes long, if staff teach on one site before break and then commute to the other site to teach straight after break they are very reliant on a number of factors to make sure they can do this in enough time. Teachers quite rightly wish to be prepared and in their classroom ready to receive classes at the start of a lesson. Too often they are unable to do this comfortably either due to congestion on the roads or something as simple as students wishing to talk to them at the end of a lesson. We believe that by extending morning break by 5 minutes staff will more easily be able to move between sites with enough time to be comfortably prepared for lessons.

In all other respects the school day will stay the same; we will be retaining our 5 one hour lessons and our 40 minutes lunch break. The end of the school day will also remain the same at 3pm.

We are confident that students who currently travel by bus in the morning will not be affected by these changes. All our buses are scheduled to arrive in the morning between 8.10 am and 8.30am.

I am sure you appreciate that this small but significant change will have a positive impact on teachers and lessons and I hope therefore, that I can rely on your support in the matter. If however you have any concerns or would like to discuss particular issues relating to this change please do not hesitate to contact me.

Yours faithfully

Mr M Brown
Headteacher



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