

# **The New School at West Heath**

## **Policy on the School Day, Staff Meetings and Meetings outside the School Day**

*This policy should be read in conjunction with the related policy documents: Curriculum, Positive behaviour, Health & Safety, Outings & Work Experience.*

### **Introduction**

At the New School, each day is carefully planned so that all pupils should know at all times where they should be and what they should be doing. This maximises the opportunities for learning in its broadest sense and minimises the opportunities for undesirable behaviour. It also enables the staff to fulfil their responsibility to provide a safe and secure learning and nurturing environment. The school is open to pupils on 195 days each year according to the dates published in the prospectus. Teachers and support assistants also attend 5 days of staff training (of which some may be split into several afternoon sessions).

### **Aims & Objectives**

- To make the best use of time for both students and staff
- To provide consistency between lessons and activities, lessons and social times, the school day and the extended day
- Provide balance and variety throughout the day and the school week

### **Strategies**

#### **1. For students:**

Students are expected to arrive at school between 8.30 and 8.45. Until 8.45 they socialise in their common rooms, classrooms or in the courtyard. During this time support assistants supervise them according to a rota. In exceptional circumstances when student arrives consistently early (say for reasons of transportation), he or she will join in with the boarders who are preparing for the school day.

The structure of the school days is set out in the tables below:

## School Day 2004-5

Version 2.1

<b>Monday</b>			
		<b>Begins</b>	<b>Ends</b>
Briefing meeting / Registration	<i>15 min</i>	08:30	08:45
Group Tutor time	<i>15 min</i>	08:45	09:00
Period 1	<i>40 min</i>	09:00	09:40
Period 2	<i>40 min</i>	09:40	10:20
Period 3	<i>45 min</i>	10:20	11:05
Break	<i>15 min</i>	11:05	11:20
Period 4	<i>45 min</i>	11:20	12:05
Period 5	<i>45 min</i>	12:05	12:50
Lunch	<i>40 min</i>	12:50	13:30
3 Mini assemblies (7-8, 9, 10-11)	<i>25 min</i>	13:30	13:55
Period 6	<i>40 min</i>	13:55	14:35
Period 7	<i>40 min</i>	14:35	15:15
Group Tutor time	<i>15 min</i>	15:15	15:30
Day ends		15:30	

<b>Tuesday - Thursday</b>			
		<b>Begins</b>	<b>Ends</b>
Briefing meeting / Registration	<i>20 min</i>	08:30	08:50
Period 1	<i>45 min</i>	08:50	09:35
Period 2	<i>45 min</i>	09:35	10:20
Period 3	<i>45 min</i>	10:20	11:05
Break	<i>15 min</i>	11:05	11:20
Period 4	<i>45 min</i>	11:20	12:05
Period 5	<i>45 min</i>	12:05	12:50
Lunch	<i>40 min</i>	12:50	13:30
3 Mini assemblies (7-8, 9, 10-11)	<i>15 min</i>	13:30	13:45
Period 6	<i>45 min</i>	13:45	14:30
Period 7	<i>45 min</i>	14:30	15:15
Group Tutor time	<i>15 mins</i>	15:15	15:30
Day ends		15:30	

<b>Friday</b>			
		<b>Begins</b>	<b>Ends</b>
Briefing meeting / Registration	<i>15 min</i>	08:30	08:45
Group Tutor Time <i>week review, R&amp;R planning</i>	<i>15 min</i>	08:45	09:00
Period 1	<i>40 min</i>	09:00	09:40
Period 2	<i>40 min</i>	09:40	10:20
Period 3	<i>45 min</i>	10:20	11:05
Break	<i>15 min</i>	11:05	11:20
Period 4	<i>45 min</i>	11:20	12:05
Period 5	<i>45 min</i>	12:05	12:50
Lunch	<i>40 min</i>	12:50	13:30
Period 6 Short	<i>30 min</i>	13:30	14:00
Period 7 Short	<i>30 min</i>	14:00	14:30
<b>Reward &amp; Reflection</b>	<i>One hour</i>	14:30	15:30
Day ends		15:30	

Lessons are expected to start and finish punctually and students are expected to transfer between lessons without unnecessary delay. In most cases a support assistant will escort the group during the transfer. Punctuality is monitored and action taken to remedy lateness.

There is a programme of clubs and activities in the lunch hour. One evening is reserved for possible after-school activities. However, this causes considerable difficulties with taxis home and is used exceptionally when it is not possible or appropriate to use a lunch-time.

The departure of pupils at 3.30 is closely supervised to ensure a smooth and orderly end to the day. Supervision is provided until all day students have left the site.

## **2. For staff:**

The provision of a consistent approach is one of the key tools we have in ensuring our students feel safe and secure in our school. Students who feel comfortable because they know exactly what is expected of them and do not have to worry about conflicting messages from adults are more likely to be pre-disposed to learn because they feel happier in their environment and students who are happy in our school will learn!

We all have our strengths and areas for development in our personalities, educational careers and aspirations. For our students, these are translated into their Individual Education and Care Plans (IECP'S) which inform our school's response to meeting their individual needs. It is our responsibility to ensure that we are aware of each of our student's IECP's so that we can, as a school, consistently re-inforce their individual strengths and support them in meeting the challenge to overcome their weaknesses, in our approach. The more consistent we are the more effective we will be in supporting our students to achieve their dreams and ambitions.

Our staff team must feel sufficiently empowered to be able to carry out their duties and responsibilities effectively and efficiently, not only individually but as a fully functioning team. A professionally confident staff team is one where all staff have the necessary information and that it is current to be able to operate meaningfully, making a real difference to the lives and work of our students.

It is essential therefore, that we have systems in place to ensure that as a school, we achieve excellent levels of communication. Only then are we able to deliver the consistency of approach necessary to maximise the opportunity each student has with us.

We have constructed a range of meetings designed to ensure good communication throughout our school. These comprise:

### **(a) Morning Briefing Meeting**

These commence at 8.30am in the staff room and are whole school staff meetings. Their primary purpose is for our Principal and Senior Management

Team to share with the staff group current information or news about individual students or other school matters. They also serve to allow staff to share similar information, particularly for boarding staff regarding students who board with us. This is not an opportunity for detailed discussion about individual students except for updating staff about incidents and events that will affect their interaction with the students

These meetings are recorded in diary form on the computer in the staff room and a hard copy of the diary is kept in our Principal's office. News can and will continue to be added to the diary throughout the school day and staff must ensure they familiarise themselves with the information held on a regular basis. This is especially important for staff working part-time. They must, as a priority ensure that they catch up with our school's news since their last duty period, prior to starting work. All staff both teachers and support assistants working a full day (or morning) are expected to be at this meeting unless they have been allocated a supervision duty. Those who are not, for example part-time teachers or support assistants on duty are expected to read the summary of the meeting on the computer in the staff room.

### **(b) Weekly Whole Staff Meetings**

There is one whole staff meetings every week. They alternate between Mondays and Tuesdays. The purpose of alternating the meetings is to ensure that part-time staff have the opportunity to attend at least one meeting every week. These meetings commence at 4.00pm and convene in the Library. They are recorded and a record is displayed in the staff room.

Staff meetings deal with student issues, groups and school improvement and development issues. A member of the senior management team chairs them and teachers may contribute agenda items. Staff meetings are an essential part of each teacher's professional duties and must be attended in proportion to the full time equivalent. (A teacher who is 0.5 f.t.e. is required to attend half the number of meetings. Meetings begin at 3.45 and finish at 5.15.

### **(c) Management Meetings**

Senior Management Team Meetings: These are held on a weekly basis in our Principal's office. The purpose of these meetings is to monitor and review both operational and strategic matters relating to our school. These meetings are recorded individually by members of the meeting. Information from this meeting is passed to other staff groups through our system of meetings. In addition the Principal has an individual supervision meeting with the two Vice Principals every week.

Middle Management Meetings: Meetings are held weekly in the Castle, with members of the Senior Management Team. The purpose of these meetings is to monitor and review matters of policy, particularly implementation of policy and other operational matters relating to our school. These meetings are recorded with copies of the minutes being maintained in a dedicated file designed for this purpose. Information from this meeting is passed to other staff groups through our system of meetings.

#### **(d) Other Meetings during the school day.**

Care Staff Meetings: These occur weekly, commencing at 10.00am in Sleep House. A record of these meetings is maintained in a recording book dedicated for this purpose. The progress of individual boarding students is discussed at these meetings and agreements are made about planning particular approaches to individual student's needs. Other domestic and planning matters are also discussed at these meetings.

Teachers are expected to be available for meetings with senior managers or other colleagues until 5.00 on full teaching days. These meetings will be planned to give advance notice.

The Principal has regular meetings with holders of key responsibilities to ensure the efficient running of the school. Among these are:

1. The Principal and the Site Manager
2. The Principal and the caretaker
3. The Principal and the Bursar
4. The Principal and the Head Of Security
5. The Principal and the Catering Manager

The Vice-Principal (ISD) has a daily meeting with each of the Heads of School.

#### **(f) Meetings outside the school day**

##### **Special Circumstances**

Variations are made to the usual arrangements at various times during the year:

1. When the school is mounting a major drama production. Extra time is allocated during lunch times and after school for rehearsals. Sometimes students may be withdrawn from lessons.
2. When GCSE and other public examinations are being held. Students in year 11 attend on those days when they are taking an exam and optionally at other times. Arrangements are made with parental consultation.
3. On days when there are school outings when the return is after the end of the school day. Arrangements are made with parents and taxis for late collection.
4. During the final week of term when cross-curricular and other events are organised across the year groups.
5. Events and Presentation days when extra time is given for rehearsals and whole school gatherings. Students may be released from normal lessons provided permission is sought and obtained from their teacher.

## Staffing

There are supervision rotas for breaks and lunch hours in which all teachers and support assistants participate. Teachers and support assistants are provided with a free lunch on the understanding that they sit with the students and are on duty whilst in the dining room to see that lunch is conducted in an orderly manner.

## External Links

Year 10 and sometimes year 11 students are released from their normal attendance to participate in the work placement programme. This is organised with the Kent Education Business Partnership. There is a separate policy on this.

## Future Developments

The organisation of the School Day and the pattern of meetings is under constant review and will be changed in response to needs as necessary.

<b>School Day</b>	
<b>This Policy should be read in conjunction with the following policies:</b> Curriculum, Positive behaviour, Health & Safety, Outings & Work Experience.	
<b>Appendices:</b>	
<b>Monitoring of Policy Implementation is the responsibility of:</b> The Senior Leadership Team	
<b>Lead responsibility:</b>	Vice Principal – Education
<b>Relevant Legislation:</b>	To be detailed in the next release
<b>Annual Policy Review Required:</b>	Yes / No
<b>Approved by:</b> S.S. Committee	<b>Date approved:</b>
<b>Ratified by:</b> Trustees	<b>Date ratified:</b> 10/2003
<b>Reviewed – no changes</b>	<b>Date:</b>
<b>Reviewed – with revisions</b>	<b>Date:</b>
<b>Revision No.</b>	1.1