



27th November 2018

Dear Parent / Carer

Structure of the school day – Trial

Over the last term we have been collecting feedback from staff and students on the length of lunch time at Ormiston Denes Academy. This has included consideration of when students finish eating their lunch, how long they remain in the dining hall and attendance at lunchtime clubs and activities.

Following this feedback, from Monday 3rd December we are going to slightly adjust the structure of the school day on a trial basis. This trial will be for a period of four school weeks.

The adjustment will be that Period 4 will start and end five minutes earlier. This will have the following effect on the school day:

Session	Current Timings	Trial Timings (Mon 3 rd Dec to Fri 11 th Jan)
Breakfast	7:45am	7:45am
Form time	8:50am	8:50am
Period 1	9:10am	9:10am
Break	10:25am	10:25am
Period 2	10:45am	10:45am
Period 3	12:00pm	12:00pm
Lunch	1:15pm	1:15pm
Period 4	1:55pm	1:50pm
Period 5 / After school clubs	3:10pm	3:05pm
Library open until	4:15pm	4:15pm

For parents who need students to stay in school longer to await collection, we will continue to run after school provision until 4.15pm. For those students wishing to take advantage of this a full list of our clubs and activities is attached.

Throughout the trial period we will take feedback again from staff, students and parents before deciding whether to return to the current structure, or maintain the trial structure. If you would like to feedback, please write to me directly at the academy by Tuesday 8th January.

At the end of the trial period I will write to you again to share the outcome and confirm the timings of the school day for the rest of the academic year.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ben Driver', with a small dot at the end of the line.

Ben Driver

Principal