



**ST. MATTHEW'S**  
Roman Catholic High School

We Pray, We Care, We Achieve

Friday 1st May 2020

Dear Parents and carers

I am writing to inform you of some proposed changes to the structure of the school day at St Matthew's RC High School.

My reasons for the changes are as follows:

- Current arrangements for the beginning of the day (Form Time and Assembly) often run over into lesson 1. This results in learning time being lost, which I would like to prevent.
- Current arrangements for lunchtime are not adequate given our growing number of students. In some cases, students do not have sufficient time to eat their lunch and return to lessons on time. Again, this can result in learning time being lost, and a disorderly start to afternoon learning.

In order to facilitate these changes, my proposals are as follows:

- To keep the start of the day the same (currently 8.30am)
- To extend Form/Assembly time to 9am (currently 8.50am)
- To extend lunchtime to 45 minutes (currently 35 mins)
- To extend the school day to finish at 3pm (currently 2.40pm)

Should the changes be approved, they will come into effect from 1<sup>st</sup> September 2020.

I have attached the current and proposed school day for you (Appendix 1)

The information in this letter has also been sent to Transport for Greater Manchester, Manchester City Council, Salford Diocese along with our main feeder primary schools.

I appreciate that these changes may affect you, in terms of childcare or working arrangements. For this reason, I would like to invite you to give feedback via email to our Operations Business Manager: Mrs Kelly [h.kelly@smrchs.com](mailto:h.kelly@smrchs.com)

The consultation period opens today (Friday 1st May) and will close on Friday 15th May. Responses will be considered throughout the consultation period and a final decision will be made by the IEB. This will be communicated to all stakeholders by Friday 22nd May.

Yours sincerely

Mrs H Murden  
Headteacher

## Appendix 1 – School Day Timings

### Current School Day

Start of the School Day	8.30am
Form time/Assembly	8.30am – 8.50am
Lesson 1	8.50am – 9.50am
Lesson 2	9.50am – 10.50am
Break	10.50am – 11.05am
Lesson 3	11.05am – 12.05pm
Lesson 4	12.05pm – 1.05pm
Lunch	1.05pm – 1.40pm
Lesson 5	1.40pm – 2.40pm

### Proposed School Day from 1 September 2020

Start of the School Day	8.30am
Form time/Assembly	8.30am – 9.00am
Lesson 1	9.00am – 10.00am
Lesson 2	10.00am – 11.00am
Break	11.00am – 11.15am
Lesson 3	11.15am – 12.15pm
Lesson 4	12.15pm – 1.15pm
Lunch	1.15pm – 2.00pm
Lesson 5	2.00pm – 3.00pm