

# EL&L Circulars

## Aberdeenshire Education, Learning & Leisure

### Policy and Procedures Circular

Ref No. PP4 -- 001

Action: For Action

Category. Policy and Procedures

Sub-Category. Management Issues

Replaces circular dated: 22/06/2007 Expiry Date:

# A C T I O N

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Telephone: 01224 664609 Circulation Date: 05/09/2011

Subject: Configuration of the School Day - Consultation Procedures

The most recent advice on procedures to be followed when changes to the configuration of the school day are proposed was issued to schools through Circular PP4/115 dated 22 June 2007.

Since the last Circular was issued a corporate policy and procedure for consultation has been developed. A number of documents relating to the corporate approach to consultation have been drawn up and these are available on Arcadia.

Before starting any consultation process involving pupils staff, parents and the wider school community head teachers should consult with the Public Transport Unit and the School Catering Service to confirm that the proposed changes would incur no additional costs. Once this has been confirmed head teachers should familiarise themselves with the corporate policy and procedure on consultation. A key document is the Consultation Toolkit which includes practical advice on effective consultation methods and steps to be followed to meet the requirements of the corporate consultation policy. Please use the following link to the corporate documents on consultation <http://www.aberdeenshire.gov.uk/consultations/consultationtools.asp>

All consultation activity, including that related to the configuration of the school day, must be registered on the Council's Consultation Database prior to its commencement. The "Stages in Consultation" listed on pages 6 and 7 of the Consultation Toolkit should be followed. Particular reference should also be made to advice on Planning the Consultation (pages 12-15 of the Toolkit), Analysis of Results (page 16), Evaluation of Consultation Process (pages 17-18) and the Evaluation Checklist (page 54). In relation to Methodologies to be used the information in the sections dealing with Public Meeting (pages 30-31), Self Completion/Postal Surveys (pages

36 - 37) and Written Documents (pages 41-42) will be of particular relevance to schools when consulting on changes to the configuration of the school day.

**1. Proposed changes to the Configuration of the School Day (where these do not affect the start/finish time of the school day and the duration of the school lunch break).**

Where it is proposed to alter the internal configuration of the school day (where the proposed changes do not affect the start/finish time of the school day and the duration of the school lunch break) there should be:

- I. a prior request to proceed and discussion on the consultation process with the Area Head of Service
- II. a sound educational rationale for the proposed changes formally recorded in writing
- III. consultation with teaching staff
- IV. communication of proposed changes to school support staff
- V. consultation with the Parent Council and the wider parent body
- VI. consultation with the Pupil Council

After the consultation process has been completed a decision should be taken by the head teacher to implement the proposed changes if there is:

- I. a two thirds majority of the teaching staff who vote, in favour of the proposed changes
- II. no significant opposition from parents

Thereafter the decision should be communicated in writing to the Area Head of Service, all staff, parents and pupils with information provided on the results of the consultation exercise.

**2. Proposed changes to the Configuration of the School Day (where these affect the start/finish time of the school day)**

Where it is proposed to alter the configuration of the school day (where the proposed changes affect the start/finish time of the school day) there should be:

- I. a prior request to proceed and discussion on the consultation process with the Area Head of Service
- II. a sound educational rationale for the proposed changes formally recorded in writing
- III. consultation with teaching staff
- IV. consultation with school support staff
- V. consultation with the Parent Council and the wider parent body
- VI. consultation with the Pupil Council
- VII. consultation with the head teachers of associated primary schools, if a secondary school is initiating the proposal
- VIII. consultation with the head teachers of the associated secondary school and network primary schools, if a primary school is initiating the proposal

IX. consultation with after school providers and community users.

After the consultation process has been completed a decision should be taken by the head teacher to progress the proposed changes, through referral to the Area Head of Service, if there is:

- I. a two thirds majority of the teaching staff who vote, in favour of the proposed changes
- II. no significant opposition from school support staff
- III. no significant opposition from parents
- IV. no significant opposition from other head teachers in the Children's Services Network

The proposed changes should be submitted to the Area Head of Service. Final approval can only be given after the relevant Elected Members have been informed.

### **3. Proposed changes to the Configuration of the School Day (where these affect the duration of the school lunch break)**

The steps to be followed are as for those described in 2 above, except that there is no requirement for consultation with the head teachers of other schools in the Children's Services Network. \_\_\_\_\_

In relation to the configuration of the school day, the following pupil teaching entitlements should be provided, with effect from August 2010:

Primary : 25 hours per week

Secondary : 27.5 hours per week