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Headteacher: Philip Davies

Dear Parent and Carer

To maximise the support for students, both pastorally and academically, Governors and staff have been considering adjusting the school day from after October half term. The school will still start at 8.30 a.m. with the first teaching period of the day. This gives students a more focussed start. We are not considering changing the length of the time students spend in lessons or changing the length of the one hour lessons. The proposal is to have a longer tutor time after period two each day. This would mean a later finish to the school day by ten minutes to 2.55 p.m.

Proposed new day

8.30 a.m. – 9.30 a.m.	Lesson One
9.30 a.m. – 10.30 a.m.	Lesson Two
10.30 a.m. – 10.55 a.m.	Tutor Time
10.55 a.m. – 11.25 a.m.	Break
11.25 a.m. – 12.25 p.m.	Lesson Three
12.25 p.m. – 1.25 p.m.	Lesson Four
1.25 p.m. – 1.55p.m.	Break
1.55 p.m. – 2.55p.m.	Lesson Five
2.55 p.m. – 3.55p.m.	Lesson Six/Intervention/Homework club etc.

The rationale behind this that a Form Tutor's role is central in both caring for students and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour. The Form Tutor is active in looking after the interests of the "whole child".

The longer tutor time will have a number of advantages:

- As well as supporting and monitoring attendance, form tutors will help students to grow a sense of independence, as they move through secondary school.
- A Form Tutor's role is central in both caring for students both academically and socially.
- Encourage high standards of work, behaviour and dress in students
- To provide a positive relationship with an authority figure and encourage mutual respect.
- To be consistent and fair, and act as a mediator for the students in the group.

- To listen.
- To have very high expectations of the individual Tutor Group members.
- To focus students' minds on achievement through learning.
- To discuss current affairs, address student issues.
- To encourage reading for pleasure and good study skills.

I have tried to set out fairly the educational possibilities that might be realised from a change in the structure of the day. Both the Governors and myself would like to have feedback on your views of the proposed changes and any implications you think they may have for you. If you would like to put your views forward, please email me headteacher@prospect.reading.sch.uk by Friday 28th September 2018.

Yours sincerely

P Davies
Headteacher