



Headteacher
Mr. Dale Bateman

Coopersale and Theydon Garnon C. of E. V.C Primary School

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Monday 17th July 2023

Dear Parents/Carers,

Change to School Day

As some of you may be aware, the Department for Education has decided that, from September 2023, all Schools must have a school week of, at least, 32.5 hours, which equates to 6.5 hours each day. At present, our School day is only 6 hours and 25 minutes; with an official start time of 8.50am and an official finish time of 3.15pm. This means that we need to increase our School day by 5 minutes from the Autumn term.

In consultation with Staff and the Governing Board, it has been decided that the best use of the additional learning time would be at the end of the School Day such that, with effect from September 2023, the **new official finish time will be 3.20pm**. The School will, however, continue to offer parents/carers the option of a “soft” opening and exit, such that children can continue to be dropped off between 8.40am-8.50am and can be collected between 3.15pm-3.20pm.

We will send a further reminder of the amended School hours in September via Jotter.

If anyone has any questions these can be directed to the School Office at
office@coopersaletheydongarnon.essex.sch.uk

With kind regards,

Mr D Bateman
Headteacher

Mr J Goldsworthy
Chair of Governors