

JS/KTG
30 May 2018

Dear Parent/Carer,

33 period week – Information for June and August

As you will be aware from previous correspondence, all secondary schools in Moray are moving to a 33 period week as of August 2018. What this means for June is that we are fitting a 33 period week into the current school day timings. To help you understand how this will work, please note the following:

- Our timetable will change on Monday 4 June 2018
- Period 7 will be removed on the Monday-Thursday for June only
- Friday period 6 for June - students will return to their current registration teachers for whole school activities (period 6 on a Friday will not exist from August).
- There will be no morning registration – period 1 will begin at 8:45am.

The timings for June and August are outlined in the table below.

<u>JUNE ONLY</u>		<u>AUGUST ONWARDS</u>		
Period	Timings (JUNE ONLY – MON to FRI)	Period	Timings (MON to THURS)	Timings (FRIDAY ONLY)
1	0845 – 0945	1	0845 – 0935	0845 – 0935
2	0945-1045	2	0935 -1025	0935 -1025
	Break		Break	Break
3	1100 – 1155	3	1040-1130	1040-1130
4	1155-1250	4	1130 – 1220	1130 – 1220
	Lunch	5	1220-1310	1220-1310
5	1340-1430		Lunch	Lunch (End of Day)
6	1430-1520	6	1400-1450	
		7	1450-1540	

A warning bell will continue to ring at 8:40am and students should make their way to their period 1 class. When the bell rings at 8:45am they should be in their period 1 class ready to begin their lesson. The student entry doors will lock at 8:45am and any student arriving late after this time will need to enter through the main reception doors. **Every effort should be made by students to be in school on time and ready to begin their lesson at 8:45am.**

In terms of sharing information with students that was traditionally carried out during the registration period, the following will be in place:

- The previous daily student bulletins will now become a weekly student bulletin. This will go "live" on a Friday and will be valid for the week beginning the following Monday. It will be displayed on the plasma screens in the atrium for students to read at break and lunch times as well as a hyperlink to the student bulletin being shared via the school social media sites e.g. Twitter, Facebook and Show my Homework. It is important that students take responsibility to read the weekly bulletin each week.
- When an entire year group has paper correspondence to go home, if it is planned correspondence then we will use the students UPS period for S1 / S2 / S3 / S5 and S6. For S4 this will take place during their timetabled PSE period. On the odd occasion when an unplanned paper correspondence has to be issued to students, then arrangements will be made for the distribution of this through subject classes. Planned correspondence that requires a return from home will have a one week turn around in order for all returns to be collected during UPS and PSE classes.
- For last minute individual school based appointments, e.g. with the Careers Advisers, School Nurse etc., the office will ask a suitable member of teaching staff to pass on the information to the relevant student.
- If a student has anything to hand back they will be asked to do so directly to the office (please ensure that the students name and class are noted on the return).

This will very much be a trial period until we settle into the new 33 period week timetable and we will continually be looking into the best ways of communicating information to everyone.

From August on a Friday, period 5 ends at 1:10pm and this will be the end of the teaching week; students are free to leave school from 1:10pm. The canteen will continue to operate over the lunch period on a Friday and there will continue to be school staff on duty over this lunch period. We are awaiting confirmation from the transport unit for the bus and taxi pick up times. The school will close to students at 2:00pm, however the school office will continue to be manned until 4:30pm but telephones will be placed on to night service from 3:30pm.

New fire evacuation procedures in regards to the change from registration to House group classes will be shared with the students next week.

I hope you have found this information informative but if you have any further questions regarding the move to the 33 period week or any other arrangements for June then please do not hesitate to contact the school.

Yours sincerely,



Hugh McCulloch
Head Teacher