

Timings of the School Day Policy

Date: September 2023

Review Date: **September 2024**

Policy Contact: Mr Seb d'Agar, Deputy Head
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THE TIMINGS OF THE SCHOOL DAY

1. The school day will be from **8.25** to 17.45
2. Daily Tutor Registration occurs at 8.25. There will be a time for quiet reflection, a chance for the tutor to catch up with tutees, and occasional guided activities during this time.
3. On Monday mornings, Period 1 is reserved for whole school assemblies (including a congregational practice), House meetings and extended tutoring periods (usually to review Challenge Grade reports).
4. Pupils' failing to register (or sign in at the SMT Secretary's office or Prep School reception if late) is unacceptable and sanctions will likely be imposed. Registration during the day is a legal requirement of the School. Pupils going home normally leave the school site within 10 minutes. Should there be an issue, they should make a member of staff aware.
5. Any pupil leaving the site early should ensure that they sign out at the SMT Secretary's office or Prep School reception. Parents should also notify the school, either via reception or directly to the tutor or Head of Year.
6. Lessons are 50 minutes in length for periods 1, 2, 5b, 6 & 7. In order to facilitate a timely lunch, lessons between break and lunch, periods 3, 4 and 5a are 45 minutes in length.
7. The normal school day at Seaford College is as follows:

AM Reg	08:25-08:35
Period 1	08:35-09:25
Period 2	09:30-10:20
<i>Break</i>	10:20-10:40
Period 3	10:40-11:25
Period 4	11:30-12:15
Period 5a	12:20-13:05
Period 5b	13:15-14:05
Period 6	14:10-15:00
Period 7	15:05-15:55
<i>Break</i>	15:55-16:20
PM Reg	16:20-16:30
Period 8/ Prep/Activities	16:30-17:30
<i>Buses depart</i>	17:45

8. Prep School children in Years 2, 3, 4 and 5 may depart at 16.00. Older pupils in the Prep School are normally expected to stay for supervised prep or activities but may leave earlier by prior arrangement. Senior School pupils (Year 9 and above) are expected to attend the full normal school day.
9. The Senior School day finishes at 17.30, and pupils are expected to be in School until this time. It is during the 16.15 – 17.30 period that we have tutor time, activities and supervised prep. Parents wishing to request an early departure on any specific day, should notify the School in advance (via Tutor or Head of Year). This applies equally for the final day of term (unless school finishes at an earlier published time).
10. Any parent requesting wishing to request advanced absence from school should do so in writing to either the Headmaster, the Deputy Head or the Prep School Head.