

22<sup>nd</sup> May 2018

Dear Parent/Carer

I would like to thank you for supporting the changes at Manor over recent weeks. We recently had some returning visitors in the academy who commented on how much smarter the students looked and reinforced how polite they were to each other and to adults. They had lots of praise for the quality of teaching they observed and were impressed with how much students were engaged in their learning and with their progress in lessons.

For me, the fundamentals are now in place for Manor to move forward and provide an outstanding education to all of our students. In particular, I would like to share the following proposals:

- Currently, Years 7-9 don't have access to the dining hall during break time. I propose we change the school day to accommodate a split break allowing all students to access both inside and outside facilities during their break time. For this to be possible we will need to have 'tutor time' at the same time as break.
- We have a growing offer of after school enrichments through our 'Onboard' programme. I would like every student to attend at least one after academy session and to facilitate this I propose we officially end the school day at 14:30. This allows students to do a full hour after school and still finish at 15:30 enabling them to still have time at home with family and friends.
- I propose we move to 5 one hour lessons. This allows more time in a lesson for the students to develop their knowledge, deepen their understanding and apply their learning – this is crucial for the new GCSE specifications.

In summary, my proposal for the school day is:

08:25	Start of school day (students go straight to period 1)
08:25 – 09:25	Period 1
09:25 – 10:25	Period 2
10:25 – 11:00	Break/Tutor time (half of the school on break for the first half whilst the remaining students are in tutor time and then they'll swap)
11:00 – 12:00	Period 3

12:00 – 13:30            Period 4 (during this period all students will get a 30-minute lunch break)

13:30 – 14:30            Period 5  
14:30 – 15:30            Enrichment (optional)

Many schools 'roll forward' their timetable once the Year 11 students have finished their examinations. This means that students will follow a new timetable from 'roll forward' rather than waiting until September. My intention is to do this on the 2nd July and therefore would require the school day to be as above from then.

If you have any questions or comments, please do not hesitate to contact the school.

Yours Faithfully

A handwritten signature in black ink, appearing to be 'L. Kirtley', with a long horizontal stroke extending to the right.

Mr Lee Kirtley  
Principal