

Dear Parents/Carers

**Change to the 11-16 School Day on Mondays from September 2009
and School Day Timings for the Braintree Sixth Form**

I am writing to advise you of a change we will be making to the timing of the 11-16 school day on Mondays from September 2009 and to advise you of school day timings for the Braintree Sixth Form.

At present our school day on Mondays consists of six teaching periods of 50 minutes and ends at 2.55pm, slightly earlier than our end time of 3.10pm on Tuesday – Friday.

From September 2009 we will be adopting the same school day timings as we currently have on Tuesday – Friday across all five days of the week. All five days will consist of five teaching periods of 60 minutes and the timings of the school day are set out for your information below:

**11-16 School Day
Monday – Friday from September 2009**

0840	Morning registration
0845	Lesson 1
0945	Lesson 2
1045	Break
1105	Lesson 3
1205	Lesson 4
1305	Lunch
1350	Afternoon registration/tutor time/assembly
1410	Lesson 5
1510	End of school

We are making this change to assist with the opening of the Braintree Sixth Form on our site from September 2009. Many staff from Notley are teaching in the sixth form but we are also utilising the expertise of staff from our partner schools: Alec Hunter Humanities College, Tabor Science College and Honywood Community Science School. This change to our school day aligns the timetables of all four schools across the week to allow travel time for staff who will be teaching in the Braintree Sixth Form.

I have also provided below the teaching time we will be using in the Braintree Sixth Form from September 2009 for your information:

Braintree Sixth Form School Day
Monday – Friday from September 2009

0830	Lesson 1 and 2
1030	Break
1100	Lesson 3 and 4
1300	Lunch
1345	Lesson 5 and 6
1545	End of school
1600	Twilight (Lessons 7 and 8)

This will only be used in exceptional circumstances if required to timetable our A level and International Baccalaureate courses.

Yours sincerely

Simon Thompson
Headteacher