**Length of The School Day**

**The responsibility of the governing body**

There’s nothing in Law about a process but here’s some guidance which may help.

In maintained schools, the governing board is responsible for setting the length of the school day. You can set the school day as you see fit, as long as every school day has two sessions divided by a break. This is set out in Department for Education [guidance on school attendance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf" \o "guidance on school attendance" \t "_blank) (page 15).

**There's no specific process you need to follow if you want to alter your school day. You don't need to notify the DfE or hold a formal consultation.**

**Usual process**

1. The headteacher draws up plans to change the school day
2. The headteacher presents the plans to governors, who discuss and scrutinise them
3. The school consults with parents and other stakeholders
4. The headteacher or other senior leader analyses the responses, and presents them to the governing board
5. The board considers the responses, and decides whether to go ahead with the proposed changes

**It's a good idea to consult relevant parties**

**Parents**

It's helpful to consult with parents on any changes to the school day . Changing the school day could alter their childcare or working arrangements, and consulting shows you're being considerate of their needs.

**Other parties**

Think about who else might be affected by changes you make to the school day. It's a good idea to give them a chance to contribute to plans. For example, you could talk to:

* Bus companies used to transport pupils to school
* Nearby schools that pupils’ siblings may attend
* Staff who run before and after school clubs

**Give half a term's notice**

Give parents a minimum of half a term’s notice before adjusting the timing of the school day. This will give them enough time to discuss it with you if they wish, and sort out childcare or working arrangements if necessary.

A good way of consulting is to send a letter setting out:

* Your proposed new timings for the school day
* How your new times differ from the timing of your current school day
* Why you want to make the changes
* Where and how parents can send in their comments

Usually this letter is sent by the headteacher, but could be from governors if you prefer.