



An Active Learning Trust School

**National Support School**  
designated by



**National College for  
Teaching & Leadership**

Our ref: JW/SK  
10 December 2018

Dear Parent/Carer

I am writing to inform you of some changes to the structure of the working day at Neale-Wade Academy.

From January 2019 it is our intention to operate with a single break and single lunch rather than the system of multiple breaks and lunches that is currently in place.

We feel that the new arrangements will provide an opportunity to focus the majority of the teaching and learning within the Academy prior to lunchtime whilst retaining the same amount of teaching time.

The single break and lunch will also allow students to remain in the building and utilise all areas when we experience bad weather.

We are confident that by introducing an additional catering area in the Atrium we can maintain and ensure that the lunchtime experience for our students remains positive. Both teaching and support staff are in favour of the change as it presents an opportunity to offer lunchtime activities for our students. Several departments have offered to provide activities at lunchtime and it is anticipated that this will increase over time.

All students will be informed of the changes prior to the Christmas break and will have an opportunity to discuss the new arrangements with their tutor.

Initially staff will supervise the movement of our students to the Dining Hall and Atrium to ensure that the transition to the new arrangements is successful.

Please see details below of the new structure and timings for Neale-Wade.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Wing'.

Mr J Wing  
Executive Principal

## **Times of the Academy Day**

8.40am	Staff briefings/duties
8.50am – 9.15am	Registration
9.15am – 10.20am	Lesson 1
10.20am – 11.20am	Lesson 2
11.20am – 11.40am	Break
11.40am – 12.40pm	Lesson 3
12.40pm – 1.40pm	Lesson 4
1.40pm – 2.20pm	Lunch/Activities
2.20pm – 3.20pm	Lesson 5
3.20pm - 4.30pm	Extra-curricular sessions