

Friday 12th June 2026,

Lunchtime Arrangements and Proposed School Day Changes

Dear Parents and Carers,

I am writing to inform you of staff availability during lunchtime, in case you were not already aware, and to share some proposed changes to the school day from September 2026.

School Office Availability at Lunchtime

In case you were not aware and to prevent any inconvenience or frustration, please note that our school office is closed daily between 12:00pm and 12:45pm. During this time, staff are either taking their lunch break or supporting pupils' safeguarding and wellbeing during the pupils' lunch break, which remains our paramount priority.

A voicemail service will be available throughout this period. Please do leave a message, and we will ensure that all messages are checked and responded to promptly once the office reopens.

If you need to come into the academy between 12:00pm and 12:45pm, we kindly ask that you contact the office before 12:00pm wherever possible. We will then endeavor to arrange for a member of staff to greet you and provide any support you may need.

Extending the School Day from September 2026

In addition, we would like to inform you of a proposed change to the school day in order to comply with DFE school hours guidance. To meet these expectations, we are required to increase the length of our school day by 10 minutes.

We have explored a number of options for how best to achieve this and feel that the most appropriate proposal is to extend the end of the school day.

Currently:

Gates open at 8:40am
 Education begins at 8:50am
 School day ends at 3:10pm

From September 2026, we are proposing that: The school day will end at 3:20pm, with pupils collected at this time.

This adjustment will ensure that we are fully compliant with DFE requirements and a further 10 minutes of learning a day equates to over 32 hours of additional learning across the academic year.

We plan to use the additional 10 minutes as protected 'Reading Aloud' time. From 3:10pm to 3:20pm, all classes will enjoy listening to a text being read aloud. We believe this will provide a calm and purposeful end to the day, while promoting a love of reading and allowing pupils to share high-quality texts together.

How to Share Your Views

We hope you will be supportive of our proposal to change the finish time of the school day. We will hold a consultation period from Monday 15th June to Monday 6th July. If you wish to give your views on the above, please do so, in writing to the Academy, admin@ingoldmellsacademy.org, by the end of the consultation period.

If you have any queries, please do not hesitate to come and talk to me.

Finally, we are currently in the final stages of organising a free breakfast club provision, so please keep an eye out for further updates coming soon.

Thank you, as always, for your continued support and cooperation.

Warm regards,

Miss Howden
JHowden
 (Principal)



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