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East Dunbartonshire Council

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People Matter

Education, People & Business

Education Procedure Manual 3/26

ALTERATION OF SCHOOL HOURS

For

**Teachers and Employees on Scottish Negotiating Committee
for Teachers (SNCT) Conditions of Service**

Effective from: SEPTEMBER 2024

Education, People & Business



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Tel: 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

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Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
	Aug 2001	<ul style="list-style-type: none"> Updating onto new template Updating terminology 	13/09/2024	1.0

GDPR Statement

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Policy Review Statement

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management.

1.0 Purpose

- 1.1 This procedure outlines the process for Head Teachers should the hours of attendance at school need to be altered.

2.0 Scope

- 2.1 This procedure applies to all Head Teachers/Heads of Centres within all East Dunbartonshire Council Educational Establishments.

3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:
- [SNCT Handbook](#)
 - [Equalities Act 2010](#)
- 3.2 For ease of reading, all references to 'Head Teacher', include all Head Teachers and Heads of Centres.

4.0 Procedure

4.1 Introduction

Head Teachers may, on occasion, wish to change the hours of attendance of children and staff, either by altering the time of commencement or conclusion of the school day or by altering the timing of breaks.

Such changes may have consequences for the arrangements made by parents or for other services and should, therefore, be the subject of careful consideration and consultation. Changes should normally be implemented at the beginning of a school session.

4.2 Authorisation to Proceed

- 4.2.1 When a Head Teacher wishes to make any change in school hours, they must first consult the Chief Education Officer. The Chief Education Officer, before giving permission to the head teacher to embark on a consultative exercise, should:
- a) Be satisfied that there is good reason for a change to be considered,
 - b) Confirm that any effects on school staff can be accommodated within the existing arrangements,
 - c) Consult with the School Planning & Improvement Manager along with the Transport Team, be satisfied that any consequent alteration in contractual arrangements for school transport can be effected and can be contained within existing overall budgetary provision for school transport,
 - d) Consult with the Facilities Management Manager and be satisfied that there will

be no effect on the ability of the catering service to provide meals within the contractual cost limits,

- e) Consult with the Facilities Management Manager and be satisfied that there will be no effect on the ability of the cleaning service to provide cleaning and related services within the contractual cost limits,
- f) Be satisfied that the educational opportunities available to pupils will not be diminished,
- g) Consult with the Facilities Management Manager and be satisfied that there will be no effect to the crossing patrols arrangements in the catchment area of the school, and
- h) Check that there will be no adverse effect on other schools in the area.

4.2.2 It is accepted that, where a secondary school moves to a 32 or 33 period week, subject to the exigencies of the service, teaching staff will not normally be timetabled to teach 7 periods in any one day.

4.2.3 When the Chief Education Officer is satisfied that all of the factors listed above have been taken properly into account, authorisation will be given to begin formal consultation.

4.3 Consultation

4.3.1 The form that the consultation will take is for the Head Teacher to determine. In most cases it will be appropriate to ensure proper discussion by holding a meeting or meetings. It is, in any event, necessary that each of the following interested parties should have the opportunity to become fully aware of all of the issues involved and to express opinions:

- a) The parents of pupils in attendance at the school,
- b) Young persons (*i.e.*, those over school age but under 18 years of age) in attendance at school,
- c) All staff employed in the school,
- d) The school board,
- e) The local councillor(s) (who should be invited to any parents' meetings arranged to discuss the matter).

4.3.2 Every effort should be made to obtain a satisfactory response to the consultation to assist the Chief Education Officer in reaching a decision. It is therefore recommended that a response rate in the region of 50% is achieved.

4.3.3 Any consultation correspondence issued should make clear that a response is required as a non response will not automatically be taken as being in agreement with the

proposed alteration. The consultation shall use digital format to record accurately all responses with appropriate files for comment too.

- 4.3.4 Copies of the minutes of meetings held and of consultation correspondence, which should include the results of any parental survey, should then be forwarded to the Chief Education Officer for consideration.
- 4.4 Outcome
 - 4.4.1 Following receipt of the appropriate documentation the Chief Education Officer informs the Head Teacher of the final decision.
 - 4.4.2 The Head Teachers should then inform all parties (including those consulted re school meals, cleaning, transport) of the outcome, before proceeding towards implementation if approved.