



Delegated Officer's Decision

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|-----------------------------------|---|
| Reference | Service Grouping |
| | Education |
| Subject: | Term Dates for 2017/18 |
| Decision taken: | To approve the proposed term dates |
| Reason for decision taken: | To provide term dates to maintained schools. |
| Other options considered: | A number of options for the configuration of terms dates were carefully considered with Education Management Advisory Board (EMAB). |
| Decision taken by: | Ian Pearson |
| Scheme of Delegation Ref: | 3.16.5 |
| Job Title: | Head of Education |
| Those consulted: | EMAB, public consultation |
| Background papers: | Consultation Summary Report |

I confirm that I have fully advised and have taken account of all the relevant facts in making this decision.

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|---------------------------|---|
| Date Decision Made | Date Decision will be Implemented (5 clear days) |
| | |

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|----------------------|--|
| Officer: |  |
| Witnessed by: |  |
| Date: | 28.04.16 |

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on _____, then it will be implemented.

If you have any queries regarding this decision, please contact:

Name: Caroline Corcoran
Job Title: Service Manager (Access, Planning and Trading)
Tel: 1635 519030
Email: caroline.corcoran@westberks.gov.uk

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|------------------------------------|---------------------------------------|
| Title of Report: | Term and Holiday Dates 2017/18 |
| Report to be considered by: | Education Management Advisory Board |
| Date of Meeting: | 28/04/2016 |

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|----------------------------|--|
| Purpose of Report: | To agree the proposed term and holiday dates 2017/18 following consultation |
| Recommended Action: | To approve the proposed term and holiday dates for 2017/18 |

Contact Officer Details

| | |
|------------------------|------------------------------------|
| Name: | Caroline Corcoran |
| Job Title: | Access, Planning and Trading |
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Report

1. Introduction

A number of options for term and holiday dates 2017/18 were drafted and considered by EMAB on 11 February 2016. A preferred version was selected for consultation.

2. Consultation

The consultation ran from 22 February 2016 to 15 April 2016. The consultation was published on the West Berkshire Council consultation finder section of the website making it publicly available for responses. The consultation was also emailed to the following stakeholders:

- All Headteachers (including academies)
- Newbury College
- Portsmouth Catholic and Oxford Anglican Diocese
- Unions
- Neighbouring Local Authorities

West Berkshire provides the term and holiday dates framework for maintained schools.

The framework covers 191 days, which is comprised of 190 "pupil days" and one common training day in September. Schools must set four training days from outside of the "pupil days".

The Council recommends that schools consider aligning term dates with other schools in the area, for example, secondary schools with primary schools, in recognition of families with children at different schools.

3. Responses

10 responses were received in total: Agree – 3 Neutral – 1 Disagree – 6

8 respondents submitted comments for consideration.

- 5 comments were concerned about the length of the Christmas holiday.
- 2 comments would prefer Term 5 to start with the option of a training day.

The complete responses are available at Appendix B to this report.

4. Neighbouring Local Authorities

Proposed term dates were received from Hampshire and Reading Local Authorities.

A comparison table is available in Appendix C. Reading LA has a different Easter break, but all other term dates are broadly in line (given that the number of days set varies by LA)

5. Consideration of Comments by EMAB

The comments were considered by EMAB on 28 April 2016.

There are two potential amendments presented which could address the issues made during the consultation:

| Adding a pupil day | Removing a pupil day | Rationale |
|---------------------------|-----------------------------|--|
| Friday 20 October 2017 | Wednesday 3 January 2018 | Extends the Xmas break by one day. |
| Thursday 29 March 2018 | Monday 16 April 2018 | Provides the option of a training day at the start of Term 5 |

The changes were considered in the context that EMAB requested that Term 1 started on 6 September to allow an extra training day at the start of the academic year, and this change has limited the flexibility available elsewhere in the calendar.

6. Recommendation

As a result of the consultation, it is recommended that:

- the 2 minor amendments that were made to the dates in Section 5 are approved
- the calendar of dates (as at Appendix A) is approved.

APPENDIX A - CALENDAR OF PROPOSED DATES FOR 2017/18

| September | | | | | | | October | | | | | | | November | | | | | | |
|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 1 | 2 | | | | | | | | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 26 | 27 | 28 | 29 | 30 | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | |
| | | | | | | | 29 | 30 | 31 | | | | | | | | | | | |

| December | | | | | | | January | | | | | | | February | | | | | | |
|----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 1 | 2 | | | | | | | | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 25 | 26 | 27 | 28 | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | |
| | | | | | | | 28 | 29 | 30 | 31 | | | | | | | | | | |

| March | | | | | | | April | | | | | | | May | | | | | | |
|-------|----|----|----|----|----|----|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 1 | 2 | | | | | | | | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 27 | 28 | 29 | 30 | 31 | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | |
| | | | | | | | 29 | 30 | | | | | | | | | | | | |

| June | | | | | | | July | | | | | | |
|------|----|----|----|----|----|----|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 1 | 2 | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | | 29 | 30 | 31 | | | | |

- Public Holiday
- School Holiday
- Fixed training day

APPENDIX B – CONSULTATION RESPONSES

- Work until Friday 22nd Dec then return on Monday 8th January. Work until Thursday 29th March and then add day to summer half term making it 28th May to 4th June (inset is good in June!).
- It would be helpful to schools if Terms 1, 3 and 5 enabled the term to start with an INSET day. On the proposed dates, it is not possible for Term 5 to start with an INSET. It would be useful if the term could start on Tuesday 17th April.
- With the short Xmas period break and a very long term beforehand, we have concerns about staff moral and workload, but with the dates you have suggested cannot see how this can be avoided.
- In the best interests of students and staff, Christmas holiday needs to be two full weeks - not one week and a two days either side of that.
- We would prefer the space for training days to be either side of the October half term break (Friday 20 October & Monday 30 October) and one after Easter break (Monday 16 April). The proposal includes Tuesday 5 September and Tuesday 2 January which are both suitable training days. It is ideal if we have front load the INSET to allow the bulk of staff training and development to take place in the first term of the academic year. This is why the day either side of October half term works so well.
- 38 days in the Christmas term is too long especially for key stage 1 children.
- Suggestion is to have common inset day on Monday 3 September and start term on Tuesday 4th September. Finish term 2 on Thursday 21 December and finish term 4 on Thursday 29th March to allow Christmas holiday from Friday 22nd December to Friday 4th January with term 3 starting on Monday 7th January. This gives teachers and students a much needed clear two week break at Christmas. One week with two half weeks coming back on 3rd January is very hard for everyone- especially after a long Autumn term and especially if people are travelling over Christmas and new year.
(Editor's Note: The dates in this response do not match the days of the week and appear to refer to the wrong year?)
- We will be following the term dates that you have set. However we are proposing our Inset Days will be [different dates] - *This response was from an academy.*

APPENDIX C – COMPARISON

| | West Berkshire | Hampshire | Reading |
|---------------|--------------------------------|--------------------------------|--------------------------------|
| Term 1 | 06/09/17 – 20/10/17 33 days | 04/09/17 – 20/10/17 35 days | 06/09/17 – 20/10/17 33 days |
| Term 2 | 30/10/17 – 20/12/17 38 days | 30/10/17 – 21/12/17 39 days | 30/10/17 – 19/12/17 37 days |
| Term 3 | 04/01/18 – 09/02/18 27 days | 04/01/18 – 09/02/18 27 days | 03/01/18 – 09/02/18 28 days |
| Term 4 | 19/02/18 – 29/03/18 29 days | 19/02/18 – 29/03/18 29 days | 19/02/18 – 23/03/18 25 days |
| Term 5 | 17/04/18 – 25/05/18 28 days | 16/04/18 – 25/05/18 29 days | 09/04/18 – 25/05/18 34 days |
| Term 6 | 04/06/18 – 20/07/18 35 days | 04/06/18 – 23/07/18 36 days | 04/06/18 – 24/07/18 37 days |
| Total | 190 days | 195 days | 194 days |

West Berkshire dates:
190 “pupil days” set, plus 5 September as a training day. Schools to select 4 further training days from outside of these dates. This brings the total to the required 195 days.

Hampshire dates:
195 school days set. This is 190 “pupil days” plus 5 training dates. This brings the total to the required 195 days.

Reading dates:
194 school set, plus 5 September as a training day. Schools to select 4 further training days from within these dates. This brings the total to the required 195 days.

