

# Notice of Meeting

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## Delegated Officer Decisions

Thursday 1 March 2018

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Stephen Chard on 01635 519462  
e-mail: [stephen.chard@westberks.gov.uk](mailto:stephen.chard@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



To: All Councillors

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# Agenda

## Part I

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Andy Day  
Head of Strategic Support

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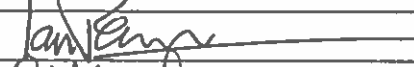

## Delegated Officer's Decision

<b>Reference</b>	<b>Service Grouping</b>
	Education

<b>Subject:</b>	Term Dates for 2019/20
<b>Decision taken:</b>	To approve the proposed term dates
<b>Reason for decision taken:</b>	To provide term dates to maintained schools.
<b>Other options considered:</b>	A number of options for the configuration of terms dates were carefully considered with Education Management Advisory Board (EMAB).
<b>Decision taken by:</b>	Ian Pearson
<b>Scheme of Delegation Ref:</b>	3.16.5
<b>Job Title:</b>	Head of Education
<b>Those consulted:</b>	EMAB, public consultation
<b>Background papers:</b>	Consultation Summary Report

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

<b>Date Decision Made</b>	<b>Date Decision will be Implemented (5 clear days)</b>
01 March 2018	08 MARCH 2018

<b>Officer:</b>	
<b>Witnessed by:</b>	
<b>Date:</b>	1/03/2018

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on 8 March 2018, then it will be implemented.

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

**Name:** Caroline Martin  
**Job Title:** Trading, Pupil Transport & Planning Officer  
**Tel:** 01635 519777  
**Email:** caroline.martin@westberks.gov.uk

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<b>Title of Report:</b>	<b>Term and Holiday Dates 2019/20</b>
<b>Report to be considered by:</b>	Ian Pearson, Head of Education Services & EMAB
<b>Date of Report:</b>	01/03/2018

**Purpose of Report:** To agree the proposed term and holiday dates 2019/20 following consultation

**Recommended Action:** To approve the proposed term and holiday dates for 2019/20

<b>Contact Officer Details</b>	
<b>Name:</b>	Caroline Martin
<b>Job Title:</b>	Trading, Pupil Transport & Planning Officer
<b>Tel. No.:</b>	01635 519777
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## **Report**

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### **1. Introduction**

A number of options for term and holiday dates 2019/20 were drafted and considered by EMAB on 8 December 2017. Two options were selected for consultation.

### **2. Consultation**

The consultation ran from 8 January 2018 to 16 February 2018. 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 Diocese
- Unison
- Parish Councils

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

42 responses were received in total: Agree Option 1 = 7 Neutral = 1 Option 2 = 34

30 respondents submitted comments for consideration.

- Shorter term before Christmas and Halloween fall in the holiday
- Very short first half term otherwise.
- Shorter Christmas term and more balanced terms.
- Would prefer to have the two half terms of a more even length in autumn term.
- The longer school term from half term to Christmas means that more normal teaching days are lost to Christmas preparations, and more disruption, especially to children who find changes of routine hard to cope with. As a teacher of EYFS it is beneficial to have a longer first half term for the children to settle in.
- There is very little difference between the two options. In option 2, the half terms are allocated more evenly and so this is the reason for the preference.
- October holidays at the end of the month
- I think it's a good idea to team the insets with other schools, especially park house and St Bart's as the majority of our parents have the mix in both. I also feel the Christmas term would benefit both kids and staff being a shorter one as it's often the one people find most tiring and illness is at its prime so I think option 2 is better, however I understand a longer first half term is harder for the younger children. Hope this helps.
- Would rather have the short term leading up to Christmas. A busy time of year with productions going on. Plus it's the time of year that illness hits the school the most.
- I ideally need holiday dates that match my children's school. Not sure what they are yet so need to decide nearer the time.
- Option 1 finishes the term earlier than normal and may mean staff can book a cheaper holiday.
- Option 2 means that Term 2 is slightly shorter - this is beneficial as children are normally exhausted by the end of Term 2 and I believe they will benefit from having a slightly shorter term at this point of the year.
- Because it's in line with now
- I prefer option 2 due to the shorter lead up to Christmas meaning the children within class are not as tired. I also like the break over Halloween as it means the children can go trick or treating and not be tired the following day at school.
- Would not be happy with 39 days for Term 2, hence I choose Option 2.
- The children get very tired in the second half of the 1st term so better to keep it shorter
- Similar term lengths
- Gives a more sustained period of time at the start of the school year when children and staff are fresh. Possible heating cost benefit. More likely to be in line with other authorities.
- Option 1 finishes the term earlier than normal and may mean staff can book a cheaper holiday.
- The October to December half term is incredibly long as it stands; children are often unwell during this period as well as it being jam packed with plays, games and school fetes, and what ultimately ends as a non-educational final week.
- The term is far too long as it is so a later break will help the children get through the last half of term with less illness and exhaustion
- Half terms are more even.
- Please use Option 1!! Option 1 aligns with the school my son is at, and the school at which I work. Option 1 means that our family can be together for a week. Therefore it is our best

option. Option 2 means that half term will last for three weeks in my household and the family will not overlap on their school holiday.

- Option 1 would create a longer half term leading up to Christmas so the younger children would be very tired by Christmas which is a very busy period for them. It would be better for them to have half term break closer to Christmas.
- In line with other family members so the children can socialise with cousins who don't live near during holidays.
- Fits in with other counties
- The children have a busy 2nd half term and are generally very tired and do not get the most from school by the end, particularly the younger years. Having this as the shorter half term I think will benefit the children by giving them longer to settle back in before having a break and then a shorter term before they get too overwhelmed.
- More evenly spread
- Option 2 first term is too long, especially for reception class children.
- The number of days in Term 2 is lower, the weather in this term is often bad - wet and cold, therefore pupils are shut up in doors. Option 2 provides for fewer days in Term 2 than Option 1.

The data is available at Appendix C to this report.

#### **4. Neighbouring Local Authorities**

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

A comparison table is available in Appendix D. Hampshire and Oxfordshire end Term 6 later but all other term dates are broadly in line (given that the number of days set varies by LA).

#### **5. Consideration of Comments**

The comments were considered by Ian Pearson on 1 March 2018.

No changes were considered necessary in the context that most comments were in favour of Option 2.

#### **6. Recommendation**

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

- the calendar of dates for Option 2 (as at Appendix B) is approved.

## APPENDIX A - CALENDAR OF PROPOSED DATES FOR 2019/20 Option 1

September 2019						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2019						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2019						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2019						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2020						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2020						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2020						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2020						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2020						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2020						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2020						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Public Holiday
	School Holiday
	Fixed INSET day

## APPENDIX B - CALENDAR OF PROPOSED DATES FOR 2019/20 Option 2

September 2019						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2019						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2019						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2019						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2020						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2020						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2020						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2020						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

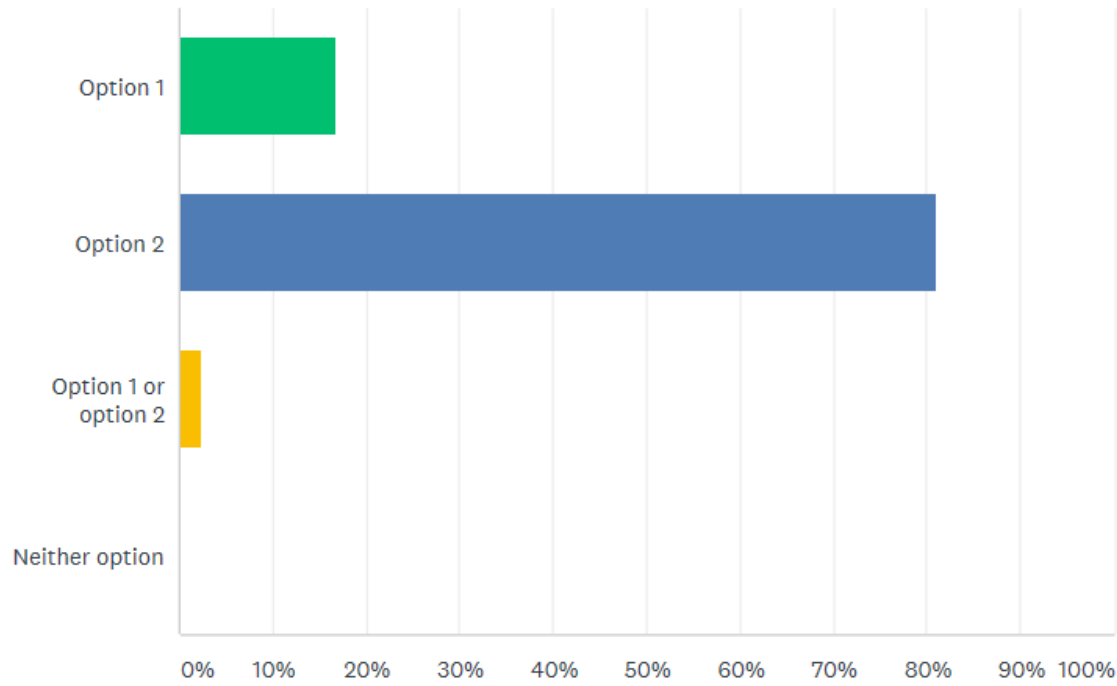
May 2020						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2020						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2020						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Public Holiday
	School Holiday
	Fixed INSET day

## APPENDIX C – CONSULTATION RESPONSES DATA



ANSWER CHOICES	RESPONSES
Option 1	16.67% 7
Option 2	80.95% 34
Option 1 or option 2	2.38% 1
Neither option	0.00% 0
<b>TOTAL</b>	<b>42</b>

[Comments \(30\)](#)

## APPENDIX D – COMPARISON

	West Berkshire	Hampshire	Reading	Oxfordshire
<b>Term 1</b>	04/09/19 – 24/10/19 <b>37 days</b>	04/09/19 – 25/10/19 <b>38 days</b>	04/09/19 – 25/10/19 <b>38 days</b>	03/09/19 - 25/10/19 <b>39 days</b>
<b>Term 2</b>	04/11/19 – 19/12/19 <b>34 days</b>	04/11/19 – 20/12/19 <b>35 days</b>	04/11/19 – 19/12/19 <b>34 days</b>	04/11/19 – 19/12/19 <b>34 days</b>
<b>Term 3</b>	06/01/20 – 14/02/20 <b>30 days</b>	06/01/20 – 14/02/20 <b>30 days</b>	06/01/20 – 14/02/20 <b>30 days</b>	07/01/20 – 14/02/20 <b>29 days</b>
<b>Term 4</b>	24/02/20 – 03/04/20 <b>30 days</b>	24/02/20 – 03/04/20 <b>30 days</b>	24/02/20 – 03/04/20 <b>30 days</b>	24/02/20 – 03/04/20 <b>30 days</b>
<b>Term 5</b>	20/04/20 – 22/05/20 <b>24 days</b>	20/04/20 – 22/05/20 <b>24 days</b>	20/04/20 – 22/05/20 <b>24 days</b>	20/04/20 – 22/05/20 <b>24 days</b>
<b>Term 6</b>	01/06/20 – 17/07/20 <b>35 days</b>	01/06/20 – 22/07/20 <b>38 days</b>	01/06/20 – 17/07/20 <b>35 days</b>	01/06/20 – 21/07/20 <b>37 days</b>
<b>Total</b>	<b>190 days</b>	<b>195 days</b>	<b>191 days</b>	<b>193 days</b>

### West Berkshire dates:

190 “pupil days” set, plus 3 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. Suggested training days are 3 Sept, 25 Oct.

### 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:

191 school days set, plus 3 September as a training day. Schools to select 3 further training days from outside these dates. This brings the total to the required 195 days.

### Oxfordshire dates:

193 school days set, plus 2 Sept and 6 Jan as training days. This brings the total to the required 195 days.

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