**PROCESS FOR CONSULTATION ACROSS CONSORTIA**

Where the proposals to change the school day/week will affect all schools within a consortium, the following arrangements will apply:

**CONFIGURATION OF THE SCHOOL DAY**

**(Where proposed changes do not affect the start/finish time of the school day)**

A consortium wishing to alter the internal configuration of the school day must:

1. establish a sound educational rationale for the proposed changes, formally recorded in writing
2. have a two thirds majority of those staff who vote in favour of the proposed changes **in each school**, with staff views formally recorded in writing.

Thereafter the Head Teachers should forward a formal statement for information to the Quality Improvement Officer explaining:

* 1. the educational grounds for change
	2. the new arrangements

**CONFIGURATION OF THE SCHOOL WEEK**

**(Where proposed change affect the start/finish time of the school day)**

Change in the configuration of the school week within a consortium should only be effected following the procedures below:

* + 1. The Head Teachers will present the consortium proposal and full discussion will be undertaken with staff in each school. A record of the discussion will be made.
		2. all parents will be adequately informed of the proposal and will be given the opportunity to lodge their comment
		3. the Head Teachers will open discussions with the associated Primaries and, where appropriate, with neighbouring Secondaries which are not part of the consortium, and will obtain their written observations re the proposed change.

Thereafter, if the Head Teachers are satisfied that:

1. a two thirds majority of those staff who vote are in favour of the proposal **in each school**
2. there is no significant opposition from parents
3. the associated Primaries and neighbouring Secondaries which are not part of the consortium are in broad agreement with the proposal

The proposal can be submitted to the Quality Improvement Officer for his/her approval. Such approval can only be given after the Quality Improvement Officer has

1. advised the Local Elected Member(s) of the proposal
2. consulted with the Public Transport Unit and Catering Services to ensure that the proposed change(s) will incur no additional costs.

**DURATION OF THE SCHOOL LUNCH BREAK**

Change in the duration of the school lunch break should be implemented only by following the procedures below:

1. The Head Teachers will present the consortium proposal and full discussion will be undertaken with staff in each school. A record of the discussion will be made.
2. all parents will be adequately informed of the proposal and will be given the opportunity to lodge their comment

Thereafter, if the Head Teachers are satisfied that:

1. a two thirds majority of those staff who vote are in favour of the proposal **in each school**
2. there is no significant opposition from parents

The proposal can be submitted to the Quality Improvement Officer for his/her approval. Such approval can only be given after the Quality Improvement Officer has:

1. advised the Local Elected Member(s) of the proposal
2. consulted with the Public Transport Unit and Catering Services to ensure that the proposed change(s) will incur no additional costs.

In accordance with [Part 2, paragraph 3.9](http://www.snct.org.uk/wiki/index.php?title=Part_2_Section_3) of the SNCT Handbook of Conditions of Service, all teachers should have a personal break of not less than 40 minutes.