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FOA The Chair of Governors and Headteachers  
ALL Schools in Darlington

Date: 23<sup>rd</sup> March 2016  
Please ask for: Paul Richardson  
Direct line: 01325 406015  
E-mail address: [paul.richardson@darlington.gov.uk](mailto:paul.richardson@darlington.gov.uk)

Dear Chair and Headteacher

### **Proposed School Term Dates for 2018-2019 and 2019-2020**

Please find enclosed the proposed school term dates for Darlington schools for the 2018-2019 and 2019-2020 Academic Years.

The paper contains the detailed proposals of the consultation, plus an option for those schools that currently have the powers (and wish to) set their own alternative dates. Appendix 1 of the paper contains the detailed calendar of dates proposed and Appendix 2 contains the proforma that Headteachers and/or Chairs should complete to record their preference and return to me by close of business by **Friday 19<sup>th</sup> May 2017**.

Governing bodies of Voluntary Aided, Free Schools and Academies have the power to set their own term dates, but are encouraged to follow, as far as possible those agreed by the community schools. This will provide continuity for parents and carers, other schools and Colleges, Local Authority staff and schools in other Local Authorities and the term dates in the consultation are therefore proposed for your consideration.

In the event that your school wishes to adopt different term dates in 2018-2019 or 2019-2020 from those detailed in the consultation, please append your preferred dates to the proforma in Appendix 2.

The term dates model with the most preferences from those returned by **19<sup>th</sup> May 2017** will be submitted for approval by Cabinet in July 2016 and Darlington's term dates for 2018-2019 and 2019-2020 will then be published on the Council's website for use by parents, the public and interested parties alike.

I am aware that not all Governing Bodies will hold their termly meeting prior to the closure of the consultation period and would therefore request that this matter be considered separately by the Chair and Headteacher and a return then made from each School before 19<sup>th</sup> May 2017.

In the event of any queries around this consultation, please contact me by return e-mail at [paul.richardson@darlington.gov.uk](mailto:paul.richardson@darlington.gov.uk).

I look forward to hearing from you in due course and in any event by Friday **19<sup>th</sup> May 2016**.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Paul Richardson', written in a cursive style.

Paul Richardson  
Head of 16-19 (Learning & Skills)




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## SCHOOL TERM DATES PLANNING – CONSULTATION ON PROPOSED ARRANGEMENTS FOR 2018-2019 AND 2019-2020

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### 1. REASON FOR THIS ITEM

To bring to Governors and Headteacher's attention the proposed term dates for the 2018-2019 and 2019-2020 Academic Years and the possible impact this may have on:

- a) the education of children,
- b) staffing in schools including the 195 day envelope for teachers,
- c) the organisation of school support arrangements,
- d) families with children at more than one school and
- e) the wider region.

### 2. ACTION REQUIRED

Governors and Headteachers of Academy, Voluntary Aided and Free Schools are reminded that they are responsible for setting the term dates for their school and must consult with stakeholders when so doing. Local Authorities are required to consult with maintained schools when setting school terms dates.

Governors and Headteachers are therefore asked to:

- a) Consider the proposed model term dates for 2018-2019 and 2019-2020 at Appendix 1 to this consultation.
- b) Decide whether they would wish to adopt the model of proposed dates for the 2018-2019 and 2019-2020 academic year. Alternatively, Academies, Voluntary Aided and Free Schools are requested to send in their own arranged dates for 2018-2019 and 2019-2020 for inclusion in any future publication of term dates for schools in Darlington
- c) Return the attached proforma at Appendix 2 detailing your school's preferred term dates for 2018-2019 and 2019-2020 (either adopting the model or setting your own dates if an Academy, Voluntary Aided or Free School) to [paul.richardson@darlington.gov.uk](mailto:paul.richardson@darlington.gov.uk) by **Friday 19th May 2017.**

### 3. KEY QUESTIONS

Governors and Headteachers may wish to discuss the following in relation to their own school:

- a) What is the likely impact of the school opting for term dates outside the proposed models?
- b) How would the Governing Body consult with stakeholders around any proposed changes to term dates?

#### Contact Officer:

Name: Paul Richardson

Position: Head of 16-19 (Learning & Skills)

Tel no: 01325 406015

E-mail address: [paul.richardson@darlington.gov.uk](mailto:paul.richardson@darlington.gov.uk)

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## SCHOOL TERM DATES PLANNING – CONSULTATION ON PROPOSED ARRANGEMENTS FOR 2018-2019 AND 2019-2020

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### 1. BACKGROUND INFORMATION

Officers from Darlington, Stockton and Hartlepool have drafted a preferred term date model for the 2018-2019 and 2019-2020 academic years and are now consulting with stakeholders, including Schools and Governing Bodies, to ascertain their preferences.

The tenet of the process in drawing up the proposed calendars has been to take into account:

- The 190 / 195 school day envelope
- The equalizing of term lengths as far as possible
- The fact that Easter dates vary year-on-year.
- Minimising the number of part-weeks by ensuring, as far as possible, that schools open for full weeks (Monday to Friday).

Academy and Free School funding agreements state that the duration of the school year, term and holiday dates are the responsibility of the Academy Trust. Governing Bodies are required to set term and holiday dates in Foundation and Voluntary Aided (VA) schools, in conjunction with the Local Authority. The majority of Darlington Academies and VA Schools have continued to follow published dates despite having the freedom to set their own dates.

In the event that a Governing Body of an Academy or Free School wishes to set its own term dates for 2018-2019 or 2019-2020, it would be free to do so but would have to carry out consultation with likely affected parties beforehand, including the Local Authority. Governors should be aware that Local Authority services provided on a term-time basis (such as school crossing patrols, transport for swimming etc.) may not be available if their school is open during a week when the majority of Darlington schools are closed. Governors should also consider the impact on families with children at more than one school (one or more of which may also be outside Darlington) in terms of coordinating family holidays or transport to school if they choose to set different term dates to the majority of Darlington schools.

If schools, governors or other interested parties wish to make enquiries or representation about this matter, please contact Paul Richardson, Head of 16-19 (Learning & Skills) at Darlington Borough Council by e-mail at [paul.richardson@darlington.gov.uk](mailto:paul.richardson@darlington.gov.uk) in the first instance.

### 2. NEXT STEPS

Headteachers and Governing Bodies are requested to consider the contents of this paper and the model academic year calendars attached to decide their preferred option. Complete the enclosed form and return it to [paul.richardson@darlington.gov.uk](mailto:paul.richardson@darlington.gov.uk) by **19<sup>th</sup> May 2017**. Alternatively, for those schools that already have the power conferred on them to do so and who do not wish to adopt the model, they should draw up their own calendar of term dates and consult with their stakeholders (including Darlington Borough Council) accordingly.

**DRAFT DARLINGTON LA School Holiday and Term Dates 2018 - 2019**

**Appendix 3a**

	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JANUARY 2019
Monday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Tuesday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Wednesday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Thursday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Friday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Saturday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Sunday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
			40		35	

	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019	JULY 2019
Monday	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Tuesday	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Wednesday	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Thursday	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Friday	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Saturday	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Sunday	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
	30	30	30	23	30	37

Bank Holiday	
School Holiday	

Schools must be open to pupils for 190 days and staff must be available for a further five days, or the equivalent, for in-service training. The number of days shown in this calendar is 195. Five days within the above school terms are to be used for teacher training activities on days when pupils will not attend. These dates are to be determined at individual school/academy level.

40
35 75 Term 1
30
30 60 Term 2
23
37 60 Term 3
195 195 Total

**DRAFT DARLINGTON LA School Holiday and Term Dates 2019 - 2020**

**Appendix 3b**

	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019	JANUARY 2020
Monday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Tuesday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Wednesday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Thursday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Friday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Saturday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Sunday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
			40		35	

	FEBRUARY 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020	JULY 2020
Monday	3 10 17 24	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Tuesday	4 11 18 25	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Wednesday	5 12 19 26	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Thursday	6 13 20 27	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Friday	7 14 21 28	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Saturday	1 8 15 22 29	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Sunday	2 9 16 23	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
	30		30	24		36

Bank Holiday	
School Holiday	

Schools must be open to pupils for 190 days and staff must be available for a further five days, or the equivalent, for in-service training. The number of days shown in this calendar is 195. Five days within the above school terms are to be used for teacher training activities on days when pupils will not attend. These dates are to be determined at individual school/academy level.

40	
35	75 Term 1
30	
30	60 Term 2
24	
36	60 Term 3
195	195 Total



**SCHOOL TERM DATES PLANNING – CONSULTATION ON PROPOSED  
ARRANGEMENTS FOR 2018-2019 and 2019-2020**

The Governing Body of .....  
School/Academy will adopt the following term date models

**2018-2019 Model (local authority proposed option)**

**2019-2020 Model (local authority proposed option)**

**School's own dates (please attach dates to your reply)  
(Applicable to Academies, Voluntary Aided and Free  
Schools only)**

**Signed (Headteacher / Chair of Governors):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please complete this form and return it to [paul.richardson@darlington.gov.uk](mailto:paul.richardson@darlington.gov.uk) by  
Friday 19<sup>th</sup> May 2017.**

In the event that the dates proposed in the enclosed model are rejected by more than half of Darlington Schools expressing a preference, the revised dates with the most preferences from those returned by 19<sup>th</sup> May 2017 will be presented to the Council's Cabinet for approval as Darlington's preferred term dates for 2018-2019 and 2019-2020. Once ratified by Cabinet, these dates will be published on the LA website for parental guidance during Summer 2017.