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FOA The Chair of Governors and Headteachers

ALL Schools in Darlington

Date: 25th April 2018  
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 2020-2021**

Please find enclosed the proposed school term dates for Darlington schools for the 2020-2021 Academic Year.

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 18<sup>th</sup> May 2018**.

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 2020-2021 from those detailed in the consultation, please append your preferred dates to the proforma in Appendix 2.

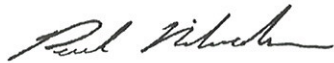
The term dates model with the most preferences from those returned by **18<sup>th</sup> May 2018** will be submitted for approval by Cabinet in July 2018 and Darlington's term dates for 2020-2021 will then be published on the Council's website for use by parents, the public and interested parties alike (<http://www.darlington.gov.uk/education-and-learning/school-years/school-holiday-dates/>).

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 18<sup>th</sup> May 2018.

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 **18<sup>th</sup> May 2018**.

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 2020-2021**

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### **1. REASON FOR THIS ITEM**

To bring to Governors and Headteacher's attention the proposed term dates for the 2020-2021 Academic Year 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 2020-2021 at Appendix 1 to this consultation.
- b) Decide whether they would wish to adopt the model of proposed dates for the 2020-21 academic year. Alternatively, Academies, Voluntary Aided and Free Schools are requested to send in their own arranged dates for 2020-2021 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 2020-2021 (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 18th May 2018.**

### **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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## 1. BACKGROUND INFORMATION

Officers from Tees Valley have drafted a preferred term date model for the 2020-2021 academic year 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 2020-2021, 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 calendar 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 **18<sup>th</sup> May 2018**. 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.

	AUGUST 2020	SEPTEMBER 2020	OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020	JANUARY 2021
Monday	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
Tuesday	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
Wednesday	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
Thursday	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
Friday	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
Saturday	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
Sunday	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

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	FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021	JULY 2021
Monday	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
Tuesday	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
Wednesday	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
Thursday	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
Friday	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
Saturday	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
Sunday	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

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Bank Holiday	
School Holiday	
PD Days	

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25  
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195

Schools must be open to pupils for 190 days and staff must be available for a further five days, or the equivalent, for professional development (PD). The number of days shown in this calendar is 195. The 19th and 20th July has been designated as PD days, the remaining three PD days are to be determined at individual school/academy level.

**SCHOOL TERM DATES PLANNING – CONSULTATION ON PROPOSED  
ARRANGEMENTS FOR 2020-2021**

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

**2020-2021 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 18<sup>th</sup> May 2018.**

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 18<sup>th</sup> May 2018 will be presented to the Council's Cabinet for approval as Darlington's preferred term dates for 2020-2021. Once ratified by Cabinet, these dates will be published on the LA website for parental guidance during Summer 2018.