10 August 2018

To: Headteachers of all Sheffield Community, Voluntary Controlled, Trust and Foundation Schools
Headteachers of all Sheffield Voluntary Aided Schools (For information)
Headteacher of Broomhill Infant Foundation School (For information)
Principals of All Sheffield Academies (For information)

School Calendar for the 2019/20 Academic Year

Dear Colleague

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<th>EXECUTIVE SUMMARY</th>
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<td>For Action and Information</td>
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The school calendar is set by the Local Authority in accordance with Section 32 of the Education Act 2002 and applies to all **Community schools, Voluntary Controlled Schools and Community Special schools**.

The calendar consists of 195 days, 190 of which are teaching days and 5 in-service days. Voluntary Aided schools, Foundation Schools, Trusts and Academies are responsible for setting their own term dates but are encouraged to adopt the Authority’s model for consistency.

The school calendar for 2019/20 was agreed by the Cabinet Member, Cllr. Jayne Dunn on 31 July 2018 and is attached. The approved calendar again **fixes the Easter break** at the first two weeks in April.

Please note that this means that Bank Holiday Monday holidays fall outside the Easter Break on Monday 13th April.

**Transition dates** for the September 2019 Year 7s are nominated as Wednesday 3rd and Thursday 4th July 2019. These are only recommended and many secondary schools have moved to full transition weeks in July.

**Actions**

- Please share this information as soon as possible with parents. You may at the same time wish to advise them of your in-service days for 2019/20 if you have set them.

- If your school is used as a polling station you should remember to designate the first Thursday in May as a training day.
The consultation procedure

The Authority is always keen to obtain views from all stakeholders on the school calendar, especially from schools, parents and young people. A consultation was held with between 25 January 2018 and 2 March 2018. Details of the responses received can be seen in the final report at Section 3. (Attached)

Key Dates

- For the 2019/2020 calendar the October half term break is Monday 28 October to Friday 1 November. This gives half terms of 8 and 7 weeks respectively in the Autumn term.
- In this and previous consultations School responses have indicated strongly that a full two week break at Christmas is the preferred option. The proposed calendar provides this, finishing on Friday 20 December and returning on Monday 6 January.
- The proposed February half term commences Monday 17th February creating 6 week and 5 week half terms respectively.
- The Easter break will begin on Monday 30th March with term re-commencing on Tuesday 14th April.
- Good Friday and Easter Monday Bank holidays will be 10th and 13th April respectively.
- May Day is Monday 4th May.
- Spring bank will be 25th May to 29th May. The final two half terms will be 6 weeks and 7 weeks respectively with the last day of term being Tuesday 21st July. Schools may decide to nominate 20th and 21st July as training development days if they wish.

Neighbouring Authorities

Neighbouring Authorities have set the main holidays as follows:

<table>
<thead>
<tr>
<th>Neighbouring Authority</th>
<th>October half term</th>
<th>Christmas</th>
<th>February half term</th>
<th>Easter</th>
<th>Spring Bank half term</th>
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The Sheffield calendar has the same key holiday dates as neighbouring Authorities with the exception of Easter which is a week earlier.

**Religious Observance**

Elected Members wish the school calendar to have sufficient flexibility to allow for periods of religious observance as long as the full 190 education is delivered. The Council has provided a model policy (attached) which governing bodies can adapt to meet the needs of their local community.

I would like to thank you for taking the time to respond to this process. If you require any further clarification please do not hesitate to contact me.

**Year 7 Transition Days**

As confirmed above, the nominated transition dates are Wednesday 3rd and Thursday 4th July. Historically Headteachers have asked for consistent dates to make transition arrangements more manageable. Many secondary schools do now however hold transition weeks or even longer.

I have been asked to raise the subject of transition days with Learn Sheffield in the Autumn Term.

Yours sincerely

John Bigley
Manager, Admissions & Access
People Services