

People Services

Inclusion & Learning Service
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To All Headteachers, Principals & Governors of
Infant, Junior, Primary and Secondary Schools
Principals of All Academies
Primary Special and Secondary Special Schools

Dear Colleague

CONSULTATION ON PROPOSED SCHOOL TERM DATES AND HOLIDAYS 2022/23 AND YEAR 7 TRANSITION DAYS

FOR INFORMATION & ACTION

Section 32 of the Education Act 2002 requires the Local Authority to determine the dates when the school terms and holidays are to begin and end for schools under its control (i.e. **Community and Voluntary Controlled Schools**) for the 2022/23 academic year.

Schools that are their own Admission Authorities may set their own term dates. It is however desirable if there is a common set of dates across the City, at least for the main holidays.

Headteachers and Governors are invited to respond to the proposed term dates for the 2022/23 academic year. The arrangements will also be placed on the Council website but it would be helpful if you could **also circulate the proposal to your parents and carers.**

The school calendar must consist of 195 days, 5 of which are designated teacher training days. The Local Authority's proposed term dates for 2022/23 are attached at **Appendix A.**

A City wide consultation was undertaken in April 2016 for the 2017/18 academic year. Following a strong response in support of fixing the Easter Break at the beginning of April the Authority is consulting on a single model which fixes the Easter break in the first two full weeks of April 2023, commencing Monday 3 April.

The Easter Bank holidays in 2023 are **Friday 7th and Monday 10th April.** This means that the last day of term will be Friday 31 March 2023.

A final decision on the term dates will be taken by the Lead Cabinet Member, your responses are important so please take the opportunity to contribute to the final calendar. The deadline for responses is **26 February 2021.**

The Authority also proposes **transition dates** for pupils prior to secondary transfer. In agreement with the Primary Headteachers Group it is proposed to designate the first Wednesday Thursday in July 2022 for this purpose to promote greater consistency across the City. Further details are provided below.

Current Principles Behind Setting Term Dates

The key principles to setting the calendar are:

- The Christmas break will be at least 10 weekdays, and will normally start at the end of the school day on the Friday which is on, or otherwise immediately prior to, 16 December.
- The February half term holiday will be five days Monday to Friday, which divides the term as far as possible into two equal parts. Where there are an odd number of weeks the second half term will be the shorter of the two.
- The Easter break will normally be fixed at the first two full weeks in April to support the creation of more even half terms.
- The Spring Bank half term will be five days Monday to Friday from the statutory holiday which falls as the last Monday in May.
- Where a term is of uneven length, the second half term will be the shorter of the two.

Neighbouring Authorities

Barnsley, Derbyshire and Rotherham are consulting on the traditional model set out below. Doncaster is consulting on multiple options including the traditional calendar and fixed Easter model.

Fixed Easter Model (proposed)

- 1 September 2022 to 21 October 2022 (37 days)
- 31 October 2022 to 16 December 2022 (35 days)
- 3 January 2023 to 10 February 2023 (29 days)
- 20 February 2023 to 31 March 2023 (30 days)
- 17 April 2023 to 26 May 2023 (29 days)
- 5 June 2023 to 21 July 2023 (35 days).

Bank Holidays

- 25 and 26 December 2022 (Christmas and Boxing day)
- 2 January 2023 (New year's day)
- 7 April 2023 (Good Friday)
- 10 April 2023 (Easter Monday)
- 1 May 2023 (May day)
- 29 May 2023 (spring bank holiday)
- 28 August 2023 (summer bank holiday).

Transition Days

The Authority proposes to recommend specific dates for transition visits prior to the transfer to secondary schools. This proposal has been historically advocated by Headteacher representative groups. For the 2022/23 September intake the proposed transition days are **Wednesday 6th and Thursday 7th July 2022**.

This should give sufficient time for all schools to set these days in their planning arrangements for 2022/23. **Please note that these dates are not compulsory, they are recommended in order to streamline the transition process.**

Religious Observance

All schools must provide 190 teaching days and 5 development days. Within the school calendar however there may be flexibility to enable schools to observe religious observance both for pupils and staff.

The Executive Director and Lead Cabinet Member are keen to ensure that there is sufficient flexibility within the school calendar to accommodate religious observance and are keen to receive your comments on how such arrangements may be accommodated. I attach a briefing note (**Appendix B**) in which there are some suggestions to facilitate religious observance based on practices in other Authorities and current practice in some of our own schools.

Any days proposed for closure due to religious observance should be discussed first with the Governing Body taking into account the cohesion of the local community.

What Happens Next?

Following consultation, the final recommended model calendar will be posted on School Point before the end of the current academic year. It will then be a matter for each individual Governing Body of schools and academies that are their own admission authorities to determine whether it will adopt the recommended model, or set its own calendar. If your Governing Body is considering a significant departure from the recommended model, you are advised that you should undertake a full consultation should with parents, the Local Authority and other interested stakeholders prior to it being determined. You are advised to complete any consultation and set the term dates before the end of the summer term 2019.

If you have any comments on the proposed school calendar or transition dates I should be pleased to receive them by **26 February 2021**.

You are invited to respond in a number of ways:

- Email your comments to: jayne.johnson@sheffield.gov.uk
- By post on the attached response sheet to -

Jayne Johnson, Senior Admissions Officer, Commissioning, Inclusion & Learning Service, Floor 5, West Wing, Moorfoot, Sheffield, S1 4PL.

Yours sincerely



John Bigley
Manager, Admissions and Access
People Services



School Terms dates and Holidays 2022/23 Consultation Response

School/Establishment Name _____

The Governing Body agree with the recommended school calendar and will be adopting it.	Signature
The Governing Body does not agree with the recommended school calendar and will be setting its own term dates (please give reasons below)	Signature
Any other comments	Signature

If there is insufficient space for you to record your response, please continue on an additional sheet.

Name _____

Position _____

Signed _____ Date: _____

Please respond 26 February 2021

E-mail to jayne.johnson@sheffield.gov.uk

Or by post to Jayne Johnson, Senior Admissions Officer, Commissioning, Inclusion & Learning, People Services, Floor 5, West Wing, Moorfoot, Sheffield, S1 4PL.