

## School Session Dates 2013/14

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### Education, Children and Families Committee

21 June 2012

#### 1 Purpose of report

1.1 This report seeks Committee approval for the School Session Dates for 2013/14.

#### 2 Summary

2.1 The annual consultation took place with the following:

- Parent Council Chairs (asking them to consult with parents)
- Head Teachers (asking them to consult with all staff)
- School Business Managers
- Local Negotiating Committee for Teachers (LNCT)
- Edinburgh Chamber of Commerce
- UNISON
- Consultative Committee with Parents

2.2 Consultation took place via the web. There were 58 responses as follows:

Parents	28
School staff/Head Teacher	22
Parent Councils	6
LNCT	1
Secondary Head Teachers Association	1

2.3 Summary of Responses

#### LNCT

2.4 One amendment proposed – to move the February week commencing on 7 February to commence on 14 February to make two equal blocks of teaching time between Christmas and Easter. This proposal has been accepted.

### **Secondary Head Teachers Association**

- 2.5 Unanimous feeling was that In Service Day on 5 June should be avoided as this would impact adversely on attendance in secondary schools. Preference is for In Service Days to follow Monday Holidays.

### **August/ Summer Break**

- 2.6 There were 21 were in favour of a longer Summer break.

### **Christmas**

- 2.7 There were five who felt that the break should be closer to Christmas Day, one felt break too close to Christmas Day, one wanted a week longer at Christmas and one was happy with break.

### **February**

- 2.8 Three felt a week is too long and disrupts SQA exam preparations.

### **In-Service Days**

- 2.9 Nine preferred May to June, one Easter to June and four felt pupils would not engage properly with lessons on the Friday or stay off.
- 2.10 Two felt that schools should not be closed for In Service Days.

### **General**

- 2.11 Seven respondents were happy with the draft dates and one asked for National Bank Holidays to be taken as holidays.

## **3 Main report**

### **The City of Edinburgh Council Criteria**

- 3.1 The following are recognised wherever possible:
- Session to end before the beginning of the Trades Holiday, normally the first Saturday in July.
  - Two In-Service days for staff at the beginning of the session.
  - Provision for local holidays
  - A one week break during the third week in October (ie the week preceding the last Thursday in October)
  - Two full weeks' holiday at Christmas
  - Date of SQA examinations
  - First two weeks in April for Spring Break

### **Break down by days**

- 3.1 Break down by days of the week is as follows: Staff days are shown in brackets

Monday	Tuesday	Wednesday	Thursday	Friday	Total
33 (36)	39 (40)	40 (40)	39 (40)	39 (39)	Pupils 190 Staff 195

### **In-Service Days on Polling Days**

- 3.3 A report on the Statutory Review of Polling Districts and Places was submitted to the City of Edinburgh Council on 18 November 2010.
- 3.4 One of the recommendations was to ‘agree to the designation of a staff In-Service training day in all City of Edinburgh primary schools on polling days for fixed term elections, where the dates are known well in advance, subject to further discussion with the Director of Children and Families’.
- 3.5 While it is primary schools which are mainly used as polling stations, it was proposed that all schools (secondary, primary, special and nursery) would close to pupils on the following dates for In-Service days:
- Session 2013/14: 5 June 2014— European Elections
  - Session 2014/15: 7 May 2015— UK Parliamentary Elections.

### **Transition Days**

- 3.6 A transition day programme has taken place annually in June in all secondary schools. This was discussed at the Secondary Head Teacher meeting in August 2008 and it was agreed that the dates should be formalised with the transition for all schools taking place on the Tuesday, Wednesday and Thursday of the penultimate week. It was noted that the programme would not necessarily be offered for three full days.
- 3.7 The transition days for 2014 would therefore be Tuesday 17, Wednesday 18 and Thursday 19 June 2014.

## **4 Financial Implications**

- 4.1 There are no financial implications

## **5 Equalities Impact**

- 5.1 There is no direct equalities impact arising from this report.

## 6 Environmental Impact

There are no environmental impacts arising from this report

## 7 Recommendations

- a) The Education, Children and Families Committee is asked to approve the Session dates 2013/14

**Gillian Tee**  
Director of Children and Families

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Appendices            1            Session dates

Contact/tel/Email    Graham Douglas, Tel: 0131 469 3131  
Email: [Graham.douglas@edinburgh.gov.uk](mailto:Graham.douglas@edinburgh.gov.uk)

Wards affected        All

Single Outcome Agreement    N/A

Background Papers        None

### School Session Dates 2013/14

Staff resume		Monday	12 August *	2013
Staff only		Tuesday	13 August *	2013
Pupils return		Wednesday	14 August	2013
Autumn Holiday	Schools closed	Monday	16 September	2013
All resume		Tuesday	17 September	2013
Mid-term	All break	Friday	11 October	2013
	Staff resume	Monday	21 October*	2013
	Pupils resume	Tuesday	22 October	2013
Term ends		Thursday	19 December	2013

Staff resume		Monday	6 January*	2014
Pupils resume		Tuesday	7 January	2014
Mid-term	All break	Friday	14 February	2014
	All resume	Monday	24 February	2014
Term ends		Friday	4 April	2014

*The Easter break incorporates the following three holidays*

Spring Holiday		Monday	14 April	2014
Good Friday		Friday	18 April	2014
Easter Monday		Monday	21 April	2014

All Resume		Tuesday	22 April	2014
May Day	Schools closed	Monday	5 May	2014
All resume		Tuesday	6 May	2014
Victoria Day	Schools closed	Monday	19 May	2014
All resume		Tuesday	20 May	2014
Staff Only		Thursday	5 June*	2014
All resume		Friday	6 June	2014
Term ends		Friday	27 June	2014

\* Five In-Service days for all schools.

The above timetable allows for staff and pupil attendance as follows;

	Pupils	Staff
Term 1	85	88
Term 2	59	60
Term 3	46	47
<b>Total</b>	<b>190</b>	<b>195</b>

P7/S1 Transition Days – Tuesday 17 June, Wednesday 18 June and Thursday 19 June 2014.

The start date for session 2014/2015 for pupils has been provisionally identified as Wednesday 13 August 2014.