



# Forest Gate Community School

Forest Lane  
Forest Gate

London, E7 9BB

Tel: 020 8534 8666

Fax: 020 8519 8702

email: [info@forestgatecst.org](mailto:info@forestgatecst.org)

15<sup>th</sup> February 2019

Ref: SS/CW

Head of School: Charlotte Whelan  
Executive Headteacher: Simon Elliott

Dear Parents and Carers

## Re: School timings academic year 2019-20 - parent consultation

We are proposing a change to the times of the school day at Forest Gate Community School to commence from September 2019.

The proposed school day would run as follows:

	Mon	Tues	Weds	Thurs	Fri
<b>8:35am - 9.25am</b>	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
<b>9.25am -10.15am</b>	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
<b>10.15am -10.30</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>
<b>10.30am - 11.20am</b>	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
<b>11:20am - 12:10pm</b>	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
<b>12.10pm - 1.00pm</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	End of day for students  Supervised prep sessions for students (optional)  <b>End at 2:40pm</b>
<b>1.00pm - 1.50pm</b>	Lesson 5	Lesson 5	Lesson 5	Lesson 5	
<b>1.50pm - 2.40pm</b>	Lesson 6	Lesson 6	Lesson 6	Lesson 6	
<b>2.40pm - 3.30pm</b>	Lesson 7	Lesson 7	Form time Citizenship Assembly Yr 11 PE /prep	Form time Citizenship Assembly Yr 11 PE/prep	

We want to make this change to help us to train, retain and recruit the very best staff. We aim to use Friday afternoon sessions for staff development.

Despite the early finish on Fridays, we propose to keep the school open until 2:40pm for private study and independent research for any students who wish to stay on site. A hot meal will also be available at lunchtime.

We will continue to allow children to use our school sporting and learning facilities on the school site from 7:15am until 5:30pm Monday to Thursday, and from 7:15am until 4pm on a Friday, including the provision of a free breakfast.

If you have any comments about the new arrangements, please email me directly at [charlotte.whelan@forestgatecst.org](mailto:charlotte.whelan@forestgatecst.org) before Friday 1<sup>st</sup> March 2019.

Thank you for your continued support of FGCS.

Yours sincerely

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

Charlotte Whelan  
Head of School