



Fairlands Middle School

We Collaborate, Achieve & Belong

13 May 2024

Dear Parents and Carers

Firstly, I would like to introduce myself to you just before I embark on my role as Interim Headteacher for Term 6. I have spent the majority of the year based at Fairlands in a supportive role and I am honoured to be able to lead Fairlands, even for a short time, as the school embarks on the next steps of its journey. If anyone would like to say hello, I will be available on **Monday 03 June** and **Tuesday 04 June** between **17:00 – 18:00**. Refreshments will be provided. If you would like to attend one of these sessions, could you please let me know via the links below. Equally, you can contact me via the school email, office@fairlandsmiddleschool.co.uk or catch me on the gate each day.

[Monday 3 June 2024](#)

[Tuesday 4 June 2024](#)

I am writing to inform you of a trial we are undertaking in Term 6 regarding the placement of tutor time. Tutor time is one of the most important times in the day. It is the time when tutors check in with their tutor group, establish expectations and ensure pupils are ready to learn and is a crucial start to the day in establishing culture. The current timetable means pupils have five minutes at the start of the day for tutor time. From Monday 03 June, we will trial extend the morning tutor time slot by 20 minutes, in order that tutors can spend valuable time with their groups completing the tutor programme, delivering assemblies, including key messages and ensuring pupils are ready to learn.

The twenty minutes will be taken from the afternoon tutor time session, which means there will be no change to the start and finish times of the day. Reducing the afternoon tutor session will also mean that we can transition pupils into afternoon learning more efficiently with the afternoon session becoming shorter. I have included the new timetable below for your reference:

Session	Current	Term 6 Trial
Tutor time	08:55 - 09:00	08:55 - 09:20
Lesson 1	09:00 - 10:00	09:20 - 10:20
Lesson 2	10:00 - 11:00	10:20 - 11:20
Break	11:00 - 11:15	11:20 - 11:35
Lesson 3	11:15 - 12:15	11:35 - 12:35
Lunch	12:15 - 13:10	12:35 - 13:30
Tutor time	13:10 - 13:35	13:30 - 13:35
Lesson 4	13:35 - 14:35	13:35 - 14:35
Lesson 5	14:35 - 15:35	14:35 - 15:35

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We will gather pupil, parent/carer and staff voice on the trial towards the end of term and I will write to you again to confirm whether the switch will result in a permanent change for the next academic year.

Finally, as we near the end of the year can I ask you to check your child has the correct equipment to learn. All pupils need a black handwriting pens and a red pen to make improvements to their work. Pupils should also have a ruler, pencil, eraser, sharpener, safety scissors, whiteboard pen and glue stick as well as a calculator. We thank you in advance for ensuring your child is ready to learn each day. Your support in this regard will help us to maximise learning time.

Best wishes for the final two weeks of term. Good luck to all the Year 6 pupils and their families as you undertake SATs week. Thank you for supporting your child as we work together to help them to reach their potential.

Yours sincerely



Jo Cowper
Interim Headteacher – Term 6