

“Respect for Self, Respect for Others, Respect for Learning”

KIRKCALDY HIGH SCHOOL



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Date: 22/05/24

Our Ref:

Dear Parent/Carer

Change of Timetable – June 2024 and New school week

As you will be aware, we are changing our school week from August 2024. This new school week is designed around 33 periods of 50 minutes learning or 27.5 hours over the school week, with no Tutor. As the school timetable is due to change on Tuesday 4th June 2024, I wanted to write to outline the process for young people receiving their new timetable, the school week for June 2024 and the impact on our young people.

Timetable change 4th June 2024

The school timetable will change on Tuesday 4th June 2024. All young people will effectively move up a year into their new year group and classes (S1 move to S2, S2 to S3 etc.).

Young people in S1-3 (new S2-4) will be issued with their timetables on Thursday and Friday next week during class (30th and 31st May 2024).

Young people in S4/5 (new S5/6) will be issued with timetables during their induction days.

We are aware that timetables can be viewed on Parents Portal, however, it's important to note that this may change over the next week, prior to young people receiving their new timetables.

For the month of June, we will still be working on our current school day and times (35 periods plus Tutor) due to the buses not changing until August 2024. This means that young people will follow a timetable for 33 periods but on our current 35 period + tuor week.

Please see below for information regarding how this will operate.

Tutor and Friday afternoons – June 2024

All young people, for the month of June, will continue to attend Tutor class. Young people should continue to attend the tutor teacher and room they currently attend just now.

All young people, for the month of June, will then follow their new timetable – period length will remain at 45 minutes. There will also be no change to start and finish times in June.



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Due to our new timetable not including classes on a Friday afternoon, we have added classes at this time for June only. Periods 6 & 7 on a Friday in June will be timetabled as follows:

For S2 and S3, young people will attend class with a member of teaching staff to work on literacy, numeracy and HWB over the 4 Friday afternoons. This will be the same member of staff delivering in the same classroom, for each of the 4 afternoons on these areas.

For S4, S5 and S6, young people will be placed into a study class, from one of their new subjects. Young people will then be able to complete work based on that subject, supported by the teacher, or on a different subject as they require.

Young people can find out who their Tutor teacher is for June, and their class teacher and room for Friday afternoons from the cabinets outside of Guidance.

It is our expectation that all young people attend school for it's entirety in June. If you decide that you wish your young person to return home at lunch on the Friday afternoon, please complete the following online form, no later than end of school day Thursday 30th June 2024, so that we are aware of their absences in advance – <https://forms.office.com/e/f7ZwFdGWY4>.

Please see table below for details on this process

Activity	Day / Date	Year groups involved
Timetables issued during class time	Thursday 30 th and Friday 31 st May 2024	New S2-S4
Timetables issued during induction days	Thursday 30 th May (S5) and Friday 31 st May (S6) 2024	New S5/6
Young people attend tutor class (same teacher and room as current timetable)	Tuesday 4 th June 2024 – Friday 28 th June 2024	New S2-S6
Young people attend timetabled classes	Tuesday 4 th June 2024 – Friday 28 th June 2024	New S2 – S6
Young people attend Literacy / Numeracy / HWB class	Every Friday in June Period 6 and Period 7	New S2 and S3
Young people attend 'study' class	Every Friday in June Period 6 and Period 7	New S4, S5 and S6

From August 2024

New school day starts with no tutor and 33 period week.

Start of school day: 8.40am / **End of school day** (Mon-Thurs/Fri): 3.25pm/1.05pm

Period/break times:

In summary, the school week will consist of:

- 33 periods of 50-minute lessons Monday to Friday
- 7 periods per day from Monday to Thursday
- 5 periods on Friday
- Total learning time is 27.5 hours



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The school week for session 2024/25 and beyond will be:

Monday to Thursday	Times	Friday	Times
Period 1	8.40 – 9.30	Period 1	8.40 – 9.30
Period 2	9.30 – 10.20	Period 2	9.30 – 10.20
INTERVAL (15 MINS)	10.20 – 10.35	INTERVAL (15 MINS)	10.20 – 10.35
Period 3	10.35 – 11.25	Period 3	10.35 – 11.25
Period 4	11.25 – 12.15	Period 4	11.25 – 12.15
Period 5	12.15 – 1.05	Period 5	12.15 – 1.05
LUNCH (40 MINS)	1.05 – 1.45		
Period 6	1.45 – 2.35		
Period 7	2.35 – 3.25		

The end of the school day (Mon-Thurs) will be 3.25pm and we expect all learners to make their way home at this time, as usual, unless they are attending a ‘supervised study’ group or extra-curricular club/group arranged and communicated by teachers.

The bus contracts are still to be finalised by Fife Council. Once these are concluded, the usual process for communicating pick up/drop off times for young people will apply. Please note, this is not a communication from school but from the Local Authority/Transport Team and is shared directly with families prior to the start of the new academic session.

I hope the information in this update will be helpful to families planning any changes to their existing arrangements to ensure their child(ren) continue to attend school on time and ready to learn.

As ever, should you wish to contact me to discuss any issues, please do not hesitate to contact the school using the details above.

Best wishes,



Mrs S Hamilton

Depute Rector (Curriculum)