



TERM DATES POLICY

INTRODUCTION

- Thomas's Schools aim to set term dates that allow for a suitable balance between academic instruction and holiday time. The total number of teaching days should be set between 162 days (32 weeks, 2 days) and 166 days (33 weeks, 1 day).
- The dates for each academic year (including the following September start date) are expected to be published by the Michaelmas half term of the previous year.
- In deciding these dates, attention is paid to the dates set by other independent schools and Christian/ Jewish festivals.
- Permission for pupil absence during term time will not be granted except in exceptional circumstances.

PRINCIPLES

Term dates should be subject to the following criteria (in order of priority):

- Term dates for pupils
Wherever possible (in order of priority):
 - the Michaelmas Term should start on a Thursday
 - the Summer Term should end on a Friday
 - the Summer Term should not run into the third week in July
 - the Lent Term should start on a Tuesday (unless New Years' Day holiday is on Monday)
 - the Summer Term should start on a Tuesday (except after a very late Easter)
 - Michaelmas and Lent terms should not end on a Friday to allow for billing
- Half Term
Half Term should be one week long in each term, with the exception of an eleven day half term in the Michaelmas term. This should run from Thursday through to the following Friday.
- Academic Staff Dates
Staff Days for training and preparation should be set as follows:
 - Michaelmas Term:
 - 3 days before term begins, 1.5 days after
 - Teaching staff generally return on the Monday a week after the August Bank Holiday
 - Lent Term
 - 1 day before term begins, 1.5 days after

- Summer Term
 - 1 day before term begins, 2.5 days after
- Members of staff should expect the same half term holidays as pupils
- Members of staff should expect additional ‘twilight (evening) sessions’ for staff training during term time

- Administrative Staff Dates

Days for administrative staff (office, caretakers and transport) to be in school should be set as follows (subject to bank holidays):

 - Michaelmas Term:
 - 4 days before academic staff return, 2 days after
 - Administrative and transport staff return the Tuesday after the August Bank Holiday
 - Administrative and transport staff to work the Thursday and Friday of the 11 day half term and have the following week off
 - Lent Term
 - 1 day before academic staff return, 2 days after
 - Half term – administrative staff to have 3 days holiday, on staggered dates. The School Office will be open for 3 days. Transport staff to work the Monday of half term.
 - Summer Term
 - 1 day before academic staff return, 3 days after
 - Half term – administrative staff to have 2 days holiday, on staggered dates. The School Office will be open for 2 days. Transport staff have the full week off
 - Catering staff dates follow academic staff dates apart from coming in one day earlier at the start of each term

- Staff Training Day

This is a staff only day for inset, marking and report writing. It is usually the 4th Friday in November (the day after American Thanksgiving)

- Holidays
 - Where possible, school holidays at Christmas and Easter should be at least three weeks long.
 - Where possible, regard should be given to preserving ‘whole weeks’ for staff holidays, particularly during the Christmas and Easter holidays.
 - When counting holidays, do not include bank holidays.
 - When counting admin staff holidays, include the concessionary days at half terms but do not count bank holidays

See also: [Attendance Policy](#)

This policy will be reviewed annually			
Created: October 2012	By:	Ben Thomas, Principal	
Latest Review: September 2019	By:	Joanna Copland, Vice Principal	Changes made
Next Review: September 2020	By:	Ben Thomas, Principal, Joanna Copland, Vice Principal	