



## Daily Sessions

**Date of Issue:** July 27, 1999  
**Reviewed/Revised:** August 2002, October 2005, April 2015, April 2022  
**Memo To:** All Staff  
**From:** Director of Education

### **ACCESSIBILITY:**

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### **PURPOSE:**

Efficiency measures including but not exclusive to alternative arrival and departure times which reduce transportation costs and the possibility of operating schools on a shift basis which utilizes school building and reduces capital expenditures are made possible through a more flexible school day. To establish the school day according to the Education Act and Regulations and the Enrolment Register for Elementary and Secondary Schools (full time), and to optimize transportation and facility efficiencies. In compliance with the Education Act and Regulations, the length of the instruction program of each school day for pupils of compulsory school age and pupils in full day junior or kindergarten shall be not less than five hours a day excluding recesses or scheduled intervals between classes. The hours of a school day may be reduced for exceptional students as approved by a Supervisory Officer.

### **REFERENCES:**

- The Education Act and Regulations

### **FORMS:**

- N/A

### **REPORTS:**

- N/A

### **APPENDICES:**

- N/A

### **COMMENTS AND GUIDELINES:**

#### **Scheduled Breaks in the School Day**

- The minimum noon break for students and teachers, in accordance with the Regulations, will be not less than 40 consecutive minutes.
- Recesses will be scheduled in accordance with the Regulations under the Education Act.



## School Day Hours

- In accordance with the regulations, the school day may be scheduled to begin not earlier than 8:00 a.m. and end not later than 5:00 p.m.
- The hours of instruction for each elementary school will be scheduled between 8:00 a.m. and 4:00 p.m.
  - Requests for exceptions will be submitted in writing to the appropriate Supervisory Officer or, where necessary under the Education Act and Regulations, for the consideration of the Board and/or the Ministry of Education and Training.
- Unless determined by the Board, the school buildings and playground will be open to students in accordance with the Regulations, that is, 15 minutes before classes begin for the day and 15 minutes after classes end for the day, with the exception of elementary schools starting after 9:00 a.m.
- If one or more staff member(s) are in the school, students who arrive early during inclement weather conditions will be allowed to enter the school at the time of arrival.