



Friday 17th May 2024

Dear KJS families,

I am writing to inform you about proposed changes to our school timetable for the 2024/25 academic year.

These changes represent an innovative approach and an opportunity to significantly enhance collaboration among our class teachers, specialist teachers, leaders, and other key staff.

The main aim is to enhance the overall learning experience and opportunities of every student at KJS.

The proposed changes are as follows:

- The key change is that on Mondays, school hours will be adjusted so that students finish one hour earlier at 1:45 pm, with buses leaving shortly after.
- Our official school start time will move from 8:30 am to 8:15 am, Monday to Friday. This adjustment will ensure that learning time throughout the week is not less and in fact will be **slightly longer than it is currently.**

To enhance our offer further and with support from ESF Explore, we will offer at least two ECA sessions per year group (12 clubs) during this one-hour slot from 1:45 pm to 2:45 pm. Information regarding these activities will be shared in due course. Our aim is for these ECAs to be of no extra cost to our families.

Why are we making these changes?

These proposed adjustments to the school timetable are crucial in addressing the current limitations that restrict our ability to provide a dynamic and adaptable learning environment that best serves our students.

This change **will not** give teachers extra time out of class, they already have allocated time for this purpose. Currently, teachers are provided 90 minutes, one day per week to plan as a year group, a schedule covered by our specialist teachers.

By consolidating collaborative planning time on Mondays and reorganizing the school day, we have the opportunity to enhance collaboration among our class teachers, Chinese teachers, specialist teachers, leaders, and other key staff. This approach will enable them to plan within and across teams, providing more engaging and enriching learning experiences for our students.

Teachers already meet on Tuesdays and most Thursdays after school to work on various projects and engage in professional development. On other days, teachers oversee after-school activities or undertake further ESF wide opportunities.





As well as the above, at present, our Educational Assistants lack clear and targeted professional development pathways due to their working contracted hours. This proposed change aims to now provide them with equal opportunities for professional development comparable to those of teachers.

We believe these adjustments are a positive step forward for several other reasons, such as:

- Introduction of innovative teaching approaches to enrich the learning experience for all students.
- A transformational impact on the timetable by having all teachers plan simultaneously, freeing up more time throughout the rest of the week to enhance learning.
- Increased time for professional development and collaboration opportunities for our EAs.
- Potential for strengthened working relationships with other schools, such as KGV, who already adopt this approach.
- Opportunities to introduce more specialist subjects and teachers in the future, such as Art and Learning Technology, which are not currently feasible within our timetable.
- Increased ECA offerings on Monday afternoons.

Our research has identified several ESF schools (including KGV) that have already adopted this approach along with some other Hong Kong international schools such as Victoria Shanghai and Hong Kong Academy.

As a parent, I understand that a change like this may raise questions or concerns. As Principal, I am confident that this change will transform the teaching and learning opportunities for all students at KJS.

Having said that, I am committed to addressing any questions or concerns you may have about these changes. To facilitate this, we will be holding open Q&A sessions on the following dates and times and you can [sign up via this form](#):

Session 1: Thursday 23rd May - 8.30am-9.15am

Session 2: Tuesday 4th June - 8.30am-9.15am

Session 3: Friday 7th June - 8.30am-9.15am

The central team at ESF is fully informed of our proposal and its justification. Therefore, if you have any questions before the above sessions, please feel free to contact me directly.

Gavin MacGregor

Principal

