

BROAD CHALKE CE VA PRIMARY SCHOOL

POLICY FOR PLANNING, PREPARATION AND ASSESSMENT (PPA)

Mission Statement: With the love of God we learn, care, grow and share

Introduction (Items in **bold** are contractual entitlements)

With effect from 1 September 2005, all teachers (including the headteacher if s/he has a timetabled teaching commitment), whether employed on permanent, fixed term, temporary or part-time contracts, will have a contractual entitlement to guaranteed PPA time within the timetabled teaching day. The purpose of this guaranteed time is to relieve some of the existing workload pressures on teachers and to raise standards by providing some time for planning, preparation and assessment within the timetabled teaching day.

Legal requirements and good practice

All of the PPA strategies chosen by the School reflect the aims and principles as set out in the National Agreement. **PPA time is a minimum of 10% of each teacher's current teaching time and must be guaranteed for Planning, Preparation and Assessment and may not be used for other duties or cover.** The key aims for the School in implementing this policy is to maintain standards of teaching and learning and improve the work/life balance of the teachers.

Our strategy for providing PPA time has been developed in consultation with the staff and approved by the Governing Body. It has been agreed that only teaching and learning activities that maintain or enrich the school curriculum should be timetabled for our pupils while teachers have their PPA time. Similarly the provision of PPA time must not shift teachers' other duties to evenings and weekends other than what could be appropriately included within the 1265 annual hours of 'directed time'. PPA time should provide a genuine reduction in teachers' workloads; this impact will be monitored through performance management reviews.

The following generic principles have been agreed:

- **All administrative and clerical tasks have been removed from timetabled teaching time and delegated to other staff.**
- There is a costed strategy for PPA. However sustainability depends on pupil numbers.
- **PPA time is to be provided in blocks of not less than 30 minutes.**
- Only the minimum 10% time will be formally guaranteed for PPA.
- **PPA time will not be reduced or re-allocated for cover or any other activities** unless there is an agreed emergency within the School.
- Staff absence will not adversely impact on another teacher's PPA time.
- If a teacher is absent during their PPA time they will not be given PPA time at a different time to compensate for this. This will also apply in the case of illness, bank holidays, TD Days or courses.
- Any enrichment activities used to release teachers for PPA time will add benefit to the existing School curriculum with a clear focus on teaching and learning outcomes.

Teachers:

All teachers receive a minimum of 10% PPA time either on a weekly or fortnightly timetabled basis.

Teachers with leadership and/or management responsibilities require specified non-contact time to undertake these duties. The statutory entitlement to a reasonable allocation of leadership and management time came into force in September 2003. Depending on the nature of the responsibilities to be undertaken, some of this time may fall outside timetabled teaching time so long as it remains within 1265 hours.

The no detriment clause within the Agreement will be honoured to ensure that no teacher receives less guaranteed PPA time than during the previous year.

Teachers will determine the tasks to be undertaken within PPA time in a professional manner and may be asked to assist in evaluating the impact of this time.

Teachers at this School may choose to use their PPA time to engage in collaborative activities.

Teachers may spend their PPA time where they wish, subject to the operational requirements of the School and may be off site with the prior permission of the headteacher.

Staff working at home must have been authorised to do this by the headteacher and have paid due regard to the Local Authority's Home Working Policy as outlined in the Work Life Balance Policy and School Health and Safety Policy.

Teachers are required to support the staff engaged in providing their PPA time, e.g. by providing relevant documentation and information.

PPA Strategy

The School may use adults other than those with qualified teacher status to provide PPA time e.g. specialist instructors.

PPA time will be allocated on a weekly basis at this School.

All staff entitled to PPA time will be provided with a timetable on a minimum of a termly basis.

Teaching assistants will be expected to provide some cover for PPA such as playtimes, supervising children changing for PE, story time, guided reading and golden time.

Teaching assistants will not be expected to teach a whole class during PPA time but will be expected to support the children as directed by either the class teacher or the specialist staff.

Monitoring and evaluation

The headteacher will monitor and evaluate the impact of PPA time on teacher and support staff work/life balance.

The Governing Body will monitor and evaluate the impact of PPA time on the work/life balance of the headteacher.

These two tasks will be carried out through 1:1 meetings, staff meetings and during performance management.

Date ratified by FGB: June 2014

Reviewed: June 2017

Next Review: June 2020