



# St. Mary's Catholic Primary School

St. Mary's Catholic Primary School, Rowden Hill, Chippenham, Wiltshire. SN15 2TF

Tel: 01249 653469 Email: [admin@st-marys-pri.wilts.sch.uk](mailto:admin@st-marys-pri.wilts.sch.uk)

Headteacher: Mrs Janz Howie-Lee

14<sup>TH</sup> March 2019

Dear Parents and Carers,

It has come to my attention that some of you are unaware of the statutory requirements on schools to provide Planning, Preparation and Assessment (PPA) time for every teacher within normal school hours. I would like to thank the parent who informed me of this issue in person today.

Here is clarification of the requirement for PPA:

**Since 2005 all teachers with timetabled teaching commitments have a contractual entitlement to planning, preparation and assessment (PPA) time, set as a minimum of at least 10 per cent of a teacher's timetabled teaching time. This time counts towards the maximum 1265 hours of directed time. PPA time must be allocated in blocks of no fewer than 30 minutes and should take place during the time in which pupils are taught at the school and must not be bolted on before or after pupil sessions. PPA time must not be used for provision of cover or any other duties.**

Also for anyone with leadership responsibility:

**Every teacher with leadership and management responsibilities is entitled to Leadership and Management Time. This includes members of the leadership group and those outside the leadership group with some form of leadership and management responsibility, including subject, phase leaders and SEN co-ordinators.**

In every school this provides a challenge for the Head Teacher in ensuring that this time is covered effectively. At St Mary's we have two Higher Level Teaching Assistants as well as Teachers who cover PPA and any leadership time in classes. On occasions, TAs may be asked to cover a class and if necessary a supply teacher will be asked to come in. This is common practice in many schools and the deployment of staff is an operational decision made by the Head Teacher, taking into account many other factors.

If any parent has further questions about this, please don't hesitate to make an appointment to see me.

Yours sincerely

Mrs Howie-Lee