


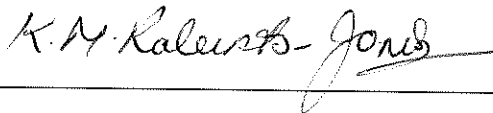
Brynllwarch Hall School



PLANNING, PREPARATION AND ASSESSMENT TIME FOR TEACHERS

Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Signed		Headteacher
Signed		Chair of Governors
Dated:	19th April 2016.	
Date of Review:	April 2019	

Context

The National Agreement (2003) introduced guaranteed professional time for planning, preparation and assessment within timetabled teaching time for all teachers. Each teacher has an entitlement of 10% of their actual timetabled teaching time for planning, preparation and assessment (PPA) within the 1265 contracted hours.

PPA time is set within the context of the School Teachers Pay and Conditions Document (2004) which requires a teacher to:

'be available to perform such duties at such times and such places as may be specified by the headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he/she is required to be available to work.'

(Appendix 1, paragraph 67.3)

We recognise that teachers will continue to do planning, preparation and assessment during their directed time of 1265 hours outside of their allocated PPA time; however the provision of weekly, guaranteed PPA time during the timetabled school day will contribute to improving standards across the school, as well as improving the workload and work/life balance of teachers.

Organisation

In order to comply with the statutory obligations of the agreement PPA time at Brynllwarch will be organised as follows:

- Our timetabled teacher hours are from 8.40am to 12.40pm and from 1.40pm to 3.40pm. PPA time will be allocated within these times.
- The allocation of PPA time has been agreed following consultation with teachers and will normally be 10% of a teacher's timetable.
- Extra PPA time above 10% may be allocated to individual staff if this is deemed appropriate and the timetable allows.
- PPA time will be allocated through the school's timetabling arrangements.
- Teachers will have a clear expectation of when they will receive their PPA time; they will be informed in advance on an annual basis.
- PPA sessions will normally be undertaken on the school premises.

- In the event of PPA time being missed due to a planned activity, such as a residential visit PPA time will be rescheduled wherever possible.
- Teachers on PPA time will not be encroached upon, teachers will not be called upon to leave what they are doing except in the event of an emergency situation.

Activities

The focus of the PPA time is the teaching and learning of the pupils taught by each teacher, its purpose is to enable teachers to raise standards through a combination of individual and collaborative professional activity.

Although PPA time falls within the 1265 hours directed time for the 10% PPA time it is for teachers to determine the particular PPA priority for each block of time within the parameters of planning, preparation and assessment. Teachers may choose to use some of the time to support collaborative planning, preparation and assessment activities. Such collaborative activities will include working with other members of staff as well as other professionals such as educational psychologists.

HLTAs and Instructors

These staff will be allocated PPA time according to the level of teaching commitment on their timetables.

Dedicated Leadership Time

Members of the SMT will have weekly "dedicated leadership time"; this will be in addition to their PPA time and will allow them to undertake their senior leadership/management roles.