



BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Serving the communities of Brinkworth and Dauntsey

VISION

Believe to Achieve!

To provide a secure, happy and stimulating learning environment in which EVERYONE is valued, spiritual growth is nurtured and potential maximised.

Planning, Preparation and Assessment Time (PPA) Policy

Introduction

As part of national workforce reform, Brinkworth Earl Danby's School has taken a decision, following full consultation with all stakeholders, to look at ways of improving teaching and learning by implementing a guarantee of 10 % release time for each teacher to undertake high quality Planning, Preparation and Assessment activities.

With effect from 1 September 2007, all teachers with timetabled teaching commitments, 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 of 2003. PPA time is part of the third phase of the Agreement and a minimum of 10% of each teacher's current teaching time must be guaranteed for Planning, Preparation and Assessment and may not be used for other duties or cover. The key aims for our school in implementing this phase is to maintain standards of teaching and learning and improve the work/life balance of our teachers.

Our strategy for providing PPA time has been developed by our leadership and School Improvement Team in consultation with the whole 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 closely monitored through various management reviews.

The following generic principles have been agreed:

- Full consultation has taken place with staff, governors and parents through the School Improvement Team.
- A costed strategy for PPA time has been chosen that is sustainable.
- Training issues for all relevant staff have been taken into account in deciding on the appropriate strategy.
- 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.
- Our PPA strategy forms part of the School Development Plan.
- An effective communication system will be established to enable all staff to contribute to the review and development of the PPA strategy.

Teachers' entitlement

- All teachers receive a minimum of 10% PPA time either on a weekly or fortnightly timetabled basis at this school (including the headteacher if they have a regular timetabled teaching commitment).
- Teachers with leadership and/or management responsibilities require specified non-contact time to undertake these duties. Some of this time will fall outside timetabled teaching time and is in the 1265 hours directed time. Subject leaders need time to monitor and evaluate their subjects, which may include lesson observation.
- The PPA time for part time teachers who are entitled to less than half an hour per week will be given on a fortnightly or monthly basis.
- 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 report the outcomes and impact of this work to the headteacher.
- Teachers at this school may choose to use their PPA time to engage in collaborative activities.
- Teachers PPA time should be taken within the school (using the staff room).
- Staff working at home must have been authorised to do this by the headteacher and have paid due regard to the School's home working and health and safety policies. All appropriate risk assessments have been completed.
- Staff must be available and contactable at all times.
- Teachers are required to support the staff engaged in providing their PPA time by providing relevant documentation and information.
- Teachers will support and supervise support staff engaged in 'specified work' where this strategy provides PPA time.

Newly Qualified Teachers

An NQT at this school will work for a 90% timetable and this will be used to calculate PPA time. The NQT will be released for 19% of the teaching timetable. This time will be allocated on a weekly or fortnightly basis.

Support Staff:

It has been agreed at this school that support staff have the necessary training and skills to support the release of teachers for PPA time, either through delivering prepared work or cover supervision.

These members of staff can undertake 'specified work' subject to three conditions:

- To assist or support the work of the teacher.
- Under the supervision and direction of a teacher in accordance with the arrangements made by the headteacher.
- Where the headteacher is satisfied the support staff member has the skills, expertise and experience required to carry out specified work.

When delivering 'specified work' support staff may call on the school's normal supervisory arrangements and emergency procedures, these are:

- Behaviour Policy
 - Health and Safety Policy
 - Health policy
 - Evacuation procedures.
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- Support staff engaged in 'specified work' or cover supervision will be paid on the appropriate LA banding.
 - Following consultation, the relevant LA job descriptions have been adopted for existing members of support staff where appropriate.
 - Support staff have received appropriate training e.g. behaviour training.
 - Support staff who deliver 'specified work' will also benefit from appropriate dedicated paid time to enable them to plan and prepare for their own role in lessons and liaise with class teachers. This time may not always be within the teaching day.
 - Teachers may plan the 'specified work' for support staff.

'Specified work' is quite different from 'cover supervision' and includes the following four activities:

1. Planning and preparing lessons and courses for pupils;
2. Delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques;
3. Assessing the development, progress and attainment of pupils; and
4. Reporting on the development, progress and attainment of pupils.

PPA Strategy

- We will use adults other than those with Qualified Teacher Status to provide PPA time.
- We may use the following adults to release teachers for PPA time, e.g. teaching assistants, coaches, specialist instructors, others.
- An audit of the strengths and skills of our support staff have taken place.
- Most PPA will be allocated in the afternoons, with whole sessions wherever possible.
- PPA time will be allocated on a weekly/fortnightly basis.
- Staff may work at home during this time.
- If timetabled PPA time is affected by unforeseen absence, alternative arrangements will be made.
- All staff entitled to PPA time will be provided with a timetable where it is reasonably practicable.
- When using support staff to cover PPA time the normal adult/ child ratio will be maintained.

- The members of the leadership team will ensure that data is used effectively to judge any impact of the introduction of PPA time on standards throughout the transition and post set up period. Governors will receive regular updates at the full Governing Body meetings.

Monitoring and evaluation

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

The Governors will monitor and evaluate the impact of PPA time on the work/life balance of the headteacher. The headteacher will comment on progress in implementing the National Agreement and PPA time within the report to governors.

Review

This policy will be reviewed annually by the staff, and Staffing and Finance Committee. Reviewed 2007, 2008, 2009, 2012.

Link Policies

- Behaviour Policy
- Health and Safety Policy
- Health policy
- Evacuation procedures.

These can be found on the School's web site