

DIRECTED TIME & PLANNING, PREPARATION & ASSESSMENT (PPA) POLICY

Date Created: January 2025

SECTION 1 DIRECTED TIME

The amount of time to be worked and the days upon which it will be worked by a Teacher is the subject of directions made under the School Teachers Pay and Conditions Act and set out in the Document.

1. WORKING DAYS

Information from the STPCD PARA 51.2.

- 1.1 A Teacher employed full-time must be available for work for 195 days, of which:
 - 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
 - 5 days must be days on which the Teacher may only be required to perform other duties; and those 195 days must be specified by the employer or, if the employer so directs, by the headteacher.

2. DIRECTED HOURS

- 2.1 A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the Headteacher (or, where the Teacher is not assigned to any one school, by the employer or the Headteacher of any school in which the Teacher may be required to work) for 1265 hours, those hours to be allocated reasonably throughout those days in the school year on which the Teacher is required to be available for work. **School Teachers' Pay and Conditions Document (para 51.5)**
- 2.2 You will 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 you are required to be available for work.
- 2.3 Time spent in travelling to and from the place of work shall not count against the 1265 hours referred to.
- 2.4 You will not be required, under your contract as a Teacher, to undertake midday supervision and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00 pm.
- 2.5 It is for the Headteacher to assign the 1265 hours, subject to guidance from the Governors.



3. ADDITIONAL HOURS

- 3.1 The current School Teachers' Pay and Conditions Document (para 51.7) states that in addition to the directed 1265 hours a Teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the Teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils. The amount of time required for this purpose beyond the 1265 hours referred to and the times outside the 1265 specified hours at which duties shall be performed, shall not be defined by the employer but shall depend upon the work needed to discharge your duties.
- 3.2 Education visits as approved and directed by the Headteacher involving a Teacher in a working day longer than the normal school day, the additional time should be accepted as directed time within the contingency or additional weekday activity element of the time budget.
- 3.3 It is not practical for the time taken by school journeys extending overnight or weekends to be accommodated within the 1265 hours of directed time available. Therefore, these activities should only take place where it is established that they are voluntary and on the initiative of the Teachers concerned and not the subject of direction.

4. PART TIME TEACHERS

- 4.1 Teachers engaged for less than full time should be treated pro rata. The advice is to seek to ensure that part time staff are treated comparably with full timers in the division of their teaching and non-contact time.
- 4.2 Part time Teacher directed hours are as follows:-

Number of Days works	% of full time	Directed Hours Total
4.5	90%	1138.5
4	80%	1012
3.5	70%	885.5
3	60%	759
2.5	50%	632.5
2	40%	506
1.5	30%	379.5
1	20%	253
0.5	10%	126.5

- 4.3 Adjustments to start and finish times maybe required to Teachers on part time contracts, depending on what days are worked for the part time pattern. Each part time Teacher will receive a letter with their adjusted work hours, as required, to ensure they are in line with directed time for their reduced contract.



5. APPLICATIONS FOR DIRECTED HOURS CHANGE

- 5.1 BPA recognise that some Teachers may have obligations outside of their work commitments that require amendments to work day timings and therefore amendments to their directed hours.
- 5.2 To make an application to amend directed hours, Teachers will need to write to the Headteacher with the following information:-
- The reason change is required
 - If it is a permanent or temporary change
 - Length of time change is required for (if temporary)
 - Start date change
 - End date of change (if temporary)
 - Suggested change to working hours
 - How the Teacher will ensure that they are completing their directed hours requirements with changed working hours.
- 5.3 An application to amend directed hours must be made with at least 1 month before the start date, where possible. (This does not include an emergency situations)
- 5.4 It is at the Headteacher's discretion whether to agree to an application to change directed hours. Teachers will be notified in writing of the outcome of any applications to amend directed hours.
- 5.5 Please note that if the requested change results in a reduction of directed hours, the Teacher will need to complete a Flexible Working Application form as this could result in a change of contract and pay. See the BPA Flexible Working Policy for further details

DIRECTED TIME BUDGET ACADEMIC YEAR 2025/2026

Activity	Time Directed	Hours	Comments
SCHOOL DAY- SUPERVISION Monday to Thursday	Daily supervision/teaching requirement 8.45am - 3.30pm Less 60 minutes for lunch <i>5 hours 45 minutes per day x 152 days</i> <i>(38 weeks of 4 days per week)</i>	874	This provides sufficient time for supervision and communicating with parents before and after school. This also includes 10% PPA time
SCHOOL DAY SUPERVISION Friday	Daily supervision/teaching requirement 8.45am - 2.30pm Less 60 minutes for lunch <i>4 hours 45 minutes per day for 38 days</i>	180.5	
WORKING DAY Start and finish time Monday to Thursday	8.30am - 4.00pm Monday to Thursday <i>45 minutes per day on top of school day x 152 days</i>	114	
Start and finish time Friday	8.30am - 2.45pm on Fridays <i>30 minutes per day on top of school day x 38 days</i>	19	
TEACHER TRAINING DAYS 5 days per year	9am to 3.30pm Less 60 minutes for lunch <i>5.5 hours per day x 5 days</i>	27.5	At least 4 weeks' notice of these dates will be provided
STAFF MEETINGS 32 meetings scheduled	4.00 pm to 4.30pm <i>30 mins per week x 22 weeks</i>	11	No staff meeting on parents evening weeks
	4.00pm to 5.00pm <i>1 hour per week x 10 weeks</i>	10	
PARENTS EVENING 1 per term	Autumn Term - 4.00pm - 7.00pm <i>3 hours x 1</i>	3	At least 2 weeks' notice of these dates will be provided.
	Spring Term - 4.00pm - 7.00pm <i>3 hours x 1</i>	3	All Teachers will be required to stay until 7.00pm
	Summer Term - 4.00pm - 7.00pm <i>3 hours x 1</i>	3	
AFTER SCHOOL CLUB 1 club per term to be run after school	1 Club in Autumn & 1 Club in Spring Term for 1 hours after school 30 minutes from 4.00pm - 4.30pm 8 weeks of the term <i>16 weeks of club x 30 minutes</i>	8	Teachers undertaking SATS Booster Clubs will not be required to take an after school club
CONTINGENCY As directed by the Headteacher- given plenty of notice	Events such as the winter Fair School Disco Late return of trips School sleep over Other events	12	1 months' notice to be given
TOTAL DIRECTED HOURS		1265	

SECTION 2 PLANNING, PREPARATION & ASSESSMENT TIME (PPA)

PPA time is time allocated for a Teacher to complete their duties away from the children in their care.

1. TIME ALLOWANCE

- 1.1 Eligible Teachers are entitled to **no less than 10%** of their timetabled teaching time as guaranteed planning, preparation and assessment (PPA) time
- 1.2 This relates to the following time allowance:-

Days Worked	Total Supervision Hours (Teaching Time)	Minimum PPA Entitlement
5 Days per week	27 hours 45 mins per week = 1665 minutes 10% = 166.5 minutes	2 hours 47 minutes
4.5 Days per week Monday - Friday	26 hours 45 mins per week = 1605 minutes 10% = 160.5 minutes	2 hours 41 minutes
4 Days per week Monday - Thursday	23 hours per week = 1380 minutes 10% = 138 minutes	2 hours 18 minutes
3.5 Days per week Monday - Thursday	21 hours per week = 1260 minutes 10% = 126 minutes	2 hours 6 minutes
3 Days per week Monday - Wednesday	17 hours 15 mins per week = 1035 minutes 10% = 103.5 minutes	1 hour 44 minutes
2.5 Days per week Monday - Wednesday	15 hours 15 mins per week = 915 minutes 10% = 91.5 minutes	1 hour 32 minutes
2 Days per week Monday - Tuesday	11 hours 30 minutes per week = 690 minutes 10% = 69 minutes	1 hour 9 minutes
1 Day per week Monday	5 hours 45 minutes per week = 345 minutes 10% = 35 minutes	35 minutes

2. PPA IN BLOCKS

- 2.1 Where possible, BPA will endeavor to have PPA sessions for Teachers in one block.
- 2.2 Previously, the KS1 and EY PPA time allowance was spread over 5 days. From 2025-26 PPA sessions for all Teachers will be in single blocks where possible.
- 2.3 Occasionally, PPA time may need to be split for some Teachers due to their timetable. Blocks will not be less than half an hour

3. PPA LOCATION & TIME SLOT

- 3.1 At this current time, BPA do not allow teachers to be able to carry out their PPA time at home.
- 3.2 BPA will endeavour to keep PPA at the same time slot each week, however, when unforeseen circumstances arise, it may be necessary to move a Teacher's PPA time.
- 3.3 If a Teacher misses their PPA due to the school changing the time slot, BPA will ensure that the time is made up and the Teacher receives that PPA time at a later point.