



PPA SCHOOL POLICY

Policy for Planning, Preparation and Assessment

Under the terms of the National Agreement (Phase 3), all teachers in maintained schools, who are employed under the Teachers' Pay and Conditions Document (STPCD), must be allocated a guaranteed minimum of 10 percent of their timetabled teaching time as PPA from 1 September 2005. Guaranteed PPA time will contribute to raising standards by giving teachers time during the school day in which to engage in individual and/or collaborative professional activity. Equally the provision of this time should enable a real and corresponding reduction in teachers' workload, thereby improving work/life balance.

The Governing Body recognises the importance of developing a whole school PPA policy, to ensure that all members of teaching staff with a timetabled teaching commitment receive a minimum of 10% guaranteed planning, preparation and assessment time in accordance with their statutory entitlement.

The key objective is to further improve standards of teaching and learning in the school and the work/life balance of teachers. This PPA time will be in addition to any time allocated for Leadership and Management responsibilities, for those teachers with additional duties beyond their timetabled teaching commitment.

In adopting this PPA policy, the governors aim to:

- Ensure that all teachers receive at least their statutory PPA entitlement;
- Maintain and improve the quality of education, by ensuring that the application of the policy reflects the School Development Plan;
- Recruit, retain, develop and motivate staff;
- Demonstrate that they are managing the policy in a fair, responsible way

Principles for the provision of PPA time

- PPA time will be given during timetabled teaching time;
- PPA time should not be used for Performance Management meetings;
- PPA time will not be given before or after school or during breaks in the school day;
- INSET days will not be used for PPA;
- PPA time will be given in blocks of at least 30 minutes;
- It is for the teachers to determine how they use each allocation of PPA time, within the parameters of planning, preparation and assessment, although this does not preclude them from choosing to use some of the time to support collaborative activities;
- The Head Teacher will retain responsibility for PPA time in respect of outcomes, impact on standards and teacher and support staff work/life balance and will report to the Governing Body ;
- The Governors will monitor and evaluate the impact of PPA time on the work/life balance of the Head Teacher;
- PPA time will be written into each teacher's timetable;

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- Where a teacher has not been able to take PPA time because of sickness the PPA time will be lost and will not be replaced at a later date. Whilst a teacher cannot be required to give up guaranteed PPA time where it is done voluntarily; for example, to attend a CPD event or at the request of management for processing reasons, the time will be replaced. Any such requests must be negotiated with the individual teacher;
- PPA is to take place on the school site.

Teachers

All teachers, including the Head Teacher with a timetabled teaching commitment, whether employed on permanent, fixed-term, temporary or part-time contracts, will be given their contractual entitlement to guaranteed PPA time within the timetabled teaching day. This entitlement will be weekly;

Teachers are responsible for ensuring that they make the most effective use of their PPA time in relation to outcomes and their individual contribution to improving standards.

Newly Qualified Teachers (NQTs)

In addition to the 10% of time that newly qualified teachers are entitled to under the School Teachers' Pay and Conditions Document (STPCD) provisions for induction, they will also be entitled to 10% PPA time based on their remaining 90% timetable;

The above release time is protected and allocated at appropriate intervals.

Leadership and Management

Teachers with leadership and management responsibilities are entitled, as far as is practicable, to a reasonable allocation of time to discharge these responsibilities in addition to the 10% of guaranteed PPA time. Some of this time may fall outside timetabled teaching time but will sit within the 1265 hours directed time.

Policy Agreed by: Governing Body

Effective Date 2014

This policy was reviewed 2017. Next review 2019.