



Holly Park School

Preparation Planning & Assessment Policy

1 Introduction

- 1.1 This policy involves all employees of Holly Park School, and has been agreed by the governing body following consultation with the staff and union representatives at the school. The Teaching & Learning Committee of the governing body will ensure that the policy is implemented.
- 1.2 This policy should be read alongside the School Pay Policy, which details the employment terms and conditions of all employees at the school, and the School Improvement Plan.

2 Objectives

- 2.1 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.
- 2.2 The key objective is to further improve standards of teaching and learning in the school and the work/life balance of teachers.
- 2.3 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.
- 2.4 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 improvement plan
 - Ensure that the provision of PPA time does not displace teachers' other duties to evenings and weekends, as PPA time should enable a real and corresponding reduction in teachers' workloads
 - Recruit, retain, develop and motivate staff
 - Demonstrate that they are managing the policy in a fair, responsible way
 - Make the policy available for the information of all staff.

3 Principles for the provision of PPA time

- 3.1 The governing body will ensure that the following principles are applied:
 - PPA time will be given during timetabled teaching time

- PPA time should not be used for Performance Management meetings
- As far as possible, PPA time should not be used for regular activities, including training or other CPD requirements
- Teachers should not plan class trips or events on PPA days
- Where there is a choice of date for Continuous Professional Development opportunities, the non-PPA option should be taken wherever possible
- PPA time will not be given before or after the school day
- INSET days will generally 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 headteacher will retain responsibility for PPA time in respect of outcomes and impact on standards
- PPA time will be written into each teacher's timetable
- If the arranged cover for PPA is affected by unforeseen absence, alternative arrangements will be made to protect the PPA entitlement. If this is impossible, or would result in Health and Safety concerns, the time will be reallocated within 5 working days.
- The statutory allocation for teachers is 10% of teaching time. For a fulltime teacher this is 2.5 hours a week
- If teachers have PPA in the morning this is 9.00am to 11.30.
- At present we aim to have all KSI PPA in the morning
- At 11.40 there is assembly time following the school assembly rota which a teacher may or may not need to attend
- KSI teachers will then need to return to class at 12pm for reading
- If the PPA is afternoon this is 1pm to 3.30pm

4 Teachers

- 4.1 All teachers, including the headteacher if appropriate, with a timetabled teaching commitment, whether employed on permanent, fixed-term, temporary or part-time contracts, will be given their contractual entitlement to PPA.
- 4.2 Teachers may decide where to take their PPA time (within the school) as long as the purpose of the PPA is clear.
- 4.3 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.

5 Newly Qualified Teachers

- 5.1 In addition to the 10% of time that newly qualified teachers are entitled to under the School Teachers' Pay & Conditions document provisions for induction, they will also be entitled to 10% PPA time based on their remaining 90% timetable.

6 Leadership and Management

- 6.1 Teachers with leadership and management responsibilities are entitled, as far as is reasonably practicable, to a reasonable allocation of time to discharge these responsibilities in addition to the 10% of guaranteed PPA time.
- 6.2 The Head and Deputy on the leadership pay scale are entitled to half a day leadership time off site as agreed by school governors.

7 Support Staff

- 7.1 In accordance with statutory provision, and should circumstances dictate, support staff may be deployed to provide enrichment activities and specified work that enhance the curriculum and increase standards.
- 7.2 Support staff may undertake specified work subject to three conditions
 - To assist or support the work of a teacher
 - Subject to the direction and supervision of a teacher in accordance with arrangements made by the headteacher
 - Where the headteacher is satisfied the support staff member has the skills, expertise and experience required to carry out the specified work
- 7.3 When delivering specified work, support staff will be subject to the school's normal supervisory arrangements and emergency procedures, as laid down in the Section 133 Regulations issued under the Education Act 2002.
- 7.4 Appropriate training e.g. in classroom management and behaviour management will be provided to all support staff engaged in specified work.

8 Instructors (e.g Coaches for sport)

- 8.1 Instructors, if used, have unqualified teacher status.
- 8.2 Staff who provide specialist instruction must have relevant qualifications and/or relevant experience.
- 8.3 Instructors are contractually entitled to PPA time for the specified work they do during the timetabled day
- 8.4 Instructors should normally plan and deliver their own lessons. They should consult with teachers to ensure their work is supporting the curriculum.

9 Other specialist staff

- 9.1 The same criteria that apply to instructors also apply to other specialist staff except that other specialist staff, have no entitlement to PPA time.

10 Enrichment activities

10.1 Any programme of enrichment activities will be devised so that it adds maximum benefit to the school's curriculum. There should be a clear focus on teaching and learning outcomes.

11 Adults contracted to provide a service but not employed by the school

11.1 Where a coach is not employed by the school and is charging directly for his/her services, they will be required to carry their own indemnification (insurance) and provide proof of this to the school. This also applies to coaches from governing bodies of sport or professional sports clubs, and companies who enter school and charge for their expertise.

11.2 It will be for the headteacher to determine the appropriate supervisory and working arrangements for these individuals, subject to the usual safeguards.

12 Monitoring

12.1 This policy is managed weekly by the Deputy Headteacher, who reports to the Headteacher. The written policy is monitored by governors on an annual basis. This responsibility has been delegated to the Learning & Teaching Committee

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	Autumn 2013	Ann Pelham	Revised
1.1	Summer 2014	T&L Committee	Amended, adopted & ratified
1.2	Summer 2015	T&L Committee	Amended, adopted & ratified
1.3	Summer 2016	T&L Committee	Amended, adopted & ratified
1.4	Summer 2017	T&L Committee	Amended, adopted & ratified
1.5	Summer 2018	T&L Committee	Amended, adopted & ratified
1.6	Summer 2019	T&L Committee	Amended, adopted & ratified
1.7	Summer 2020	T&L Committee	Amended, adopted & ratified
1.8	Summer 2021	T&L Committee	Amended, adopted & ratified

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		
Chair of Governors	Tim Graveney		

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Date for next review
Summer 2022