



Holly Park School

Preparation Planning & Assessment Policy (Draft for 2024/25)

The STPCD and NEU define PPA time as: a minimum of ten per cent of a teacher's timetabled teaching time.

I 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 (but may do so occasionally)
- 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
- Morning PPA is either 9.00am to 11.30 or 9.30 to 12 depending on the time of assembly.
- 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 the final part of the morning session.
- If the PPA is afternoon this is 1pm to 3.30pm
- If teachers lose PPA time, for example, because of a course or another one-off event, they should be reimbursed.
- There is no reimbursement, however, for loss of PPA time through sickness absence or leave of absence.
- A teacher must not be required to carry out any other duties during their PPA time. PPA time is time allocated for a teacher to complete their duties away from the children in their care
- The regular PPA timetable may not run in the first or last weeks of terms, especially if these are part weeks. Teachers will be informed if this is the case in good time
- Teachers on a whole week residential trip will not get PPA that week as they do not have a teaching timetable and are not planning and preparing. However, we will endeavour to give them some non-contact time away from children during the week.
- Teachers on a part week residential will get some PPA time commensurate with the amount of timetabled teaching they have done that week.

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. PPA is 10% of timetabled teaching time.
- 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.
- 4.4 Teachers taking PPA time off school premises can only do so if this is authorised by the Headteacher.
- 4.5 If teachers need to leave the school site during PPA for a pre-trip visit or to shop for items needed to teach the curriculum then they should inform the Deputy Head.
- 4.6 As part of an ongoing commitment to staff wellbeing, a healthy work life balance and in line with the DFE document 'Flexible working in schools' guidance' (which is not statutory) Holly Park will allow teachers to take a number of PPA sessions per term from home at the discretion of the Headteacher each term.
E.g. Autumn 4 out of 14 weeks Spring 3 out of 12 Summer 3 out of 12
The number of sessions will be set each term in line with the length of the term by the Headteacher.
Any PPA sessions not taken from home cannot be carried over to the next term.
Teachers in a year group do not have to take their PPA sessions from home at the same time. The idea is that each teacher will take their sessions to suit their own needs e.g ahead of a busy family weekend, in order to get to a GP appointment more easily, to co-ordinate with a goods delivery, if they are feeling slightly under the weather etc
For organisational purposes, teachers must inform the Deputy Head ahead of taking PPA from home ahead of the session.
It is hoped that allowing staff to complete some 'administrative tasks' at home will support staff wellbeing and lead to increased productivity, be uninterrupted work time and reduce the amount of work needed to be done from home at other times.

5 Early Career Teachers

- 5.1 In addition to the 10% of time that ECTs are entitled to under the School Teachers' Pay & Conditions document provisions for induction in their first year and 5% in their second year, they will also be entitled to 10% PPA time based on their remaining 90% timetable.
- 5.2 ECTs in their first year cannot take PPA from home unless agreed by the Headteacher.
- 5.2 PPA from home for ECTs in their second year will be decided on an individual basis through discussion with the Headteacher.

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 are entitled to half a day leadership time off site as agreed by school governors.
- 6.3 The Headteacher will grant leadership time off site to other members of the SLT as appropriate and necessary.

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 as part of PPA.
- 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 CPD and support e.g. in classroom management and behaviour management will be provided to all support staff engaged in specified work.
- 7.5 There is no statutory requirement for support staff to have PPA.

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 a bi-annual basis. This responsibility has been delegated to the Learning & Teaching Committee

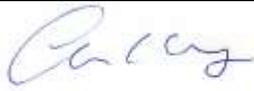
Document Control

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
1.9	Summer 2022	T&L Committee	Amended, adopted & ratified
2.0	Summer 2023	T&L Committee	Amended, adopted & ratified
2.1	September 2024	Ann Pelham	Revised for a trial period in response to staff request for some more PPA from home

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		17/7/23
Chair of Governors	Clare Hegarty		17/7/23

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Date for next review
Summer 2025

PPA TIME Breakdown

PPA is calculated to provide at least 10% of any permanent teacher's teaching hours, and cannot be given in blocks of less than 30 minutes. Each teacher's PPA time should be a minimum of 10% of the time they spend teaching.

For most full-time teachers, this works out at 2.5 hours per week.

KS2 timetable Times

8.45-10.20am Registration and lesson one (1 hour 35 mins = 95 mins)

10.40-11.40 Lesson two (1 hour = 60 mins)

1.00- 2.20 Lesson three (1 hour 10 mins = 70 mins)

2.30-3.30 Lesson four (1 hour = 60 mins)

Total daily teaching time = 4 hours 45 mins = 285 mins

Total weekly teaching time = 23 hours 45 mins = 1425 mins

10% PPA time = minimum 142.5 mins = 2 hours 22.5 mins = round to 2 hours 30 mins

KS1 timetable Times

8.45-10.20am Registration and lesson one (1 hour 35 mins = 95 mins)

10.40-11.40 Lesson two (1 hour = 60 mins)

12- 12.20 Reading session (20 mins)

1.25- 3.30 Afternoon session (2 hours 5 mins = 125 mins)

Total daily teaching time = 5 hours = 300 mins

Total weekly teaching time = 25 hours = 1500 mins

10% PPA time = minimum 150 mins = 2 hours 30 mins

- *Class teachers (1.0 FTE):*
 - *Teaching time: 23 hours 45 mins or 25 hours*
 - *PPA entitlement: 2hrs 30mins*
- *Class teachers (0.8 FTE):*
 - *Teaching time: 19 hours (i.e. 1,140 mins)*
 - *PPA entitlement: 1 hour 54 minutes (i.e. 114 mins) **Round to 2 hours***
- *Class teachers (0.6 FTE):*
 - *Teaching time: 14hrs 45mins (i.e. 855mins)*
 - *PPA entitlement: 1hr 28.5mins (i.e. 85.5mins) **Round to one and a half hours***

If teachers attend courses or meetings at the school's request which will mean that they miss their PPA time, the school will provide this on another day.

Staff who miss PPA time because of personal leave; ill health; a course they have requested for themselves; or strike action will not receive their PPA for that week