

**St Joseph's Catholic Primary School, Worcester**

*'Following Jesus in all we do'*

**Planning Preparation and  
Assessment Policy  
(PPA Time)**

**Contact Details**

**Headteacher**

**Mrs Louise Bury**

**St Joseph's Catholic Primary School,**

Chedworth Drive,

Warndon,

Worcester,

WR4 9PG

**Telephone:** 01905 452772

**Email:** [office@st-josephs-pri.worcs.sch.uk](mailto:office@st-josephs-pri.worcs.sch.uk)

**Date:** January 2019

**Review date:** January 2020

Shared with staff following Governor ratification at Scrutiny meeting Jan 2019

## Legal requirements and good practice

**With effect from 1 September 2007, all teachers with timetabled teaching commitments, whether employed on permanent, fixed term, temporary or part-time contracts, 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.

All of the PPA strategies chosen by the St Joseph's Catholic School Worcester 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.**

## Introduction

As part of national workforce reform, St Joseph's Catholic Primary School Worcester implements a guarantee of 10 % release time for each teacher to undertake **high quality** Planning, Preparation and Assessment activities as a way to further improve the quality of Teaching and Learning across the school.

## Key Aims

- To maintain and further improve standards of teaching and learning
- To 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:**

- 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.
- **An effective communication system will be established to enable all staff to contribute to the review and development of the PPA strategy.**

## Teachers' entitlement at St Joseph's

- All teachers receive a minimum of 10% PPA time on a weekly timetabled basis.
- **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 will include lesson observations, Learning Walks, Pupil interviews etc.
- Teachers will determine the tasks to be undertaken within PPA time in a professional manner; this does not preclude them from choosing to use some of that time to support collaborative activities. **The headteacher, therefore, cannot mandate what is done during PPA time, but should be interested in the outcomes and impact on standards. Teachers may be asked to report the outcomes and impact of their PPA work to the headteacher.**
- Teachers at this school may choose to use their PPA time to engage in collaborative activities.
- Teachers PPA time may be taken within the school (using the staff room / Work room).
- **PPA time may also be taken at home and teachers will 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 planning, documentation and information. **If a qualified teacher is covering then they can plan but it is the class teachers' responsibility to direct the subject area(s) taught.**
- **Work completed during PPA time is marked in line with the school's marking policy – agreed between class teacher and those covering.**

## Newly Qualified Teachers

Any NQT at this school is entitled to an extra 10% NQT time on top of their PPA entitlement. This is taken weekly.

## Support Staff:

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

## PPA Strategy

- We will use those with Qualified Teacher Status and other adults 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.
- All PPA will be allocated in the afternoons, with whole sessions wherever possible.
- PPA time will be allocated on a weekly basis.

- Staff may choose to work at home during this time.
- If timetabled PPA time is affected by unforeseen absence, alternative arrangements will be made.
- If a teacher is on a course then they are not delivering their timetable that day and therefore forego their PPA time. The teacher is offered the course opportunity but is entitled to forego that opportunity if they so desire.
- If a teacher is on a course that is part of induction requirements or their role / responsibility eg statutory assessment; safeguarding, they have to go. If there are several instances of missing PPA due to this then arrangements can and will be made to give some time back.
- If a teacher takes a group of pupils on a Residential Course / Trip / Sporting Activity, this is an exceptional circumstance and normal PPA arrangements do not apply. Legally speaking PPA is calculated based on the teacher's normal teaching timetable
- All staff entitled to PPA time will be provided with a timetable clearly showing their time and the cover provided.

#### The impact of absence

- If a teacher is absent on the day of their PPA time, they lose their entitlement. PPA time is not re-calculated in the light of absence. Any difficulties that arise from this can be discussed with the Head teacher.

**FOR ALL PPA QUERIES PLEASE SEE DEPUTY HEADTEACHER MRS LAUREN JACKSON**

**Reviewed by Staff annually and any amendments are agreed and implemented at that time. All staff sign to say that they have read, understood and will adhere to the agreed policy – SEE RECORDS.**