



St. Patrick's R.C. Primary School



Policy for Planning, Preparation and Assessment (PPA)		
Date	Review Date	Coordinator
September 2017	September 2018	M Ryan

Policy for Planning, Preparation and Assessment (PPA)

1. Introduction

As part of Phase 3 of the school workforce remodelling reforms, "Raising Standards and Tackling Workload: a National Agreement", all schools will be required to provide teachers who are employed under the School Teachers' Pay and conditions Document with at least 10% guaranteed Planning, Preparation and Assessment (PPA) time from 1st September 2005.

To achieve the demands of the next phase in raising standards, teachers will need to take a more differentiated approach to the needs of their pupils, sometimes referred to as personalised learning. Teachers are already doing too much of their planning, preparation and assessment at evenings and weekends. While this cannot be changed overnight, the Agreement marks a turning point in providing some guaranteed PPA time during the normal school day.

This key development will have a significant impact on raising standards and tackling teacher workload. This policy is meant to outline how PPA time will be implemented at St. Patrick Primary School.

Key to successful implementation of this development will be completion of any outstanding issues from Phase 1 and 2 of the National Agreement PPA, as implementing PPA without a positive approach to remodelling the way the whole school workforce works will prove challenging and difficult to manage within current school budgets.

2. The Regulations relating to PPA

There are three documents which are key to understanding the regulations with regard to guaranteed PPA: "Raising Standards and Tackling Workload: a National Agreement", "School

Teachers' Pay and Conditions Document September 2003 or 2004" and "Time for Standards: Guidance accompanying the Section 133 Regulations issues under the Education Act 2002".

Key Legal Requirements

- Guaranteed PPA should be set at the equivalent of at least 10% of a teacher's normal timetabled teaching time, where only teaching time within a teacher's 1265 contracted hours would count for these purposes.
- It is for teachers to determine the particular priorities for each block of PPA time.
- Guaranteed PPA time must not be encroached upon, including by any obligation to cover for absent colleagues.
- Guaranteed PPA time will count towards a teacher's 1265 contractual hours. This contractual PPA will be distinct from any planning, preparation or assessment undertaken outside the 1265 hours as part of a teacher's professional duties.
- Guaranteed PPA should be timetabled time in blocks for no less than 30 minutes' duration as part of the teacher's normal weekly or fortnightly timetable.
- The 10% guaranteed PPA time is a minimum figure. Any teacher who already has a regular entitlement of more than this **for** planning, preparation and assessment should not be brought back to a 10% figure. **However, guaranteed PPA is not additional to existing timetabled free periods.**
- Guaranteed PPA time must be used for planning, preparation and assessment – these duties are contained in the relevant paragraphs of the Document.
- PPA time must appear on the teacher's normal timetable.

3. What does this mean in practice?

The school will calculate individual PPA allocations whenever the school timetable is reviewed based on each individual teacher's teaching commitments.

For the purpose of calculating PPA allocations, only teaching commitments during the school's timetabled teaching time will earn PPA.

Newly Qualified Teachers (NQTs) will need to receive a minimum of 10% of their timetabled teaching commitments, which will already have been reduced by 10% as part of the normal induction process.

4. The use of Guaranteed PPA time by teachers

Whilst the individual teacher has a statutory right to determine the particular PPA priorities for each block (minimum of 30 minutes) of guaranteed PPA time, the Headteacher is responsible for the effective use of PPA time in terms of its outcomes and its impact on standards and teachers are, therefore, accountable for the time spent on it.

PPA time will be taken on the school premises.

5. Review

The school will review the allocation of PPA annually or whenever a new timetable is introduced, to ensure the smooth running of the school and the efficient delivery of the school curriculum.

The school will attempt to maintain Leadership and Management time, which has previously been allocated within timetabled teaching time. However, there may be occasions when the school will need to move Leadership and Management time to outside timetabled teaching time to maintain guaranteed PPA. In such circumstances, leadership and management time will always be allocated within the member of staff's normal 1265 contracted hours.

6. Exceptional Circumstances

The school will, under all normal circumstances, guarantee the appropriate PPA allocations to all teachers employed by the school. However, in a limited number of exceptional circumstances, the school may need to suspend the allocation of PPA to ensure the safety and well-being of pupils attending the school, e.g. when severe weather conditions result in a significant percentage of staff being unable to reach the school. The school will only take a decision to suspend PPA in exceptional circumstances and in consultation with staff.

7. Practical issues relation to the implementation of guaranteed PPA

a) Occasions when PPA will be lost

Whilst the school will guarantee PPA to all staff entitled to PPA, there are circumstances when this will not be possible. In the following circumstances PPA will not be delivered:

- Training Days;
- Staff absence (by the teacher timetabled to receive PPA):
- Attendance at INSET events (this may be subject to negotiation, if appropriate)
- School closures;
- National oral exams, requiring teacher input – this will require the re-allocation of PPA time.
- Emergencies (see section entitled “Exceptional Circumstances”)

- School visits
- Other non-frequent events
- School events involving all staff e.g. Sports Day

b) Arrangement for absence cover

The school acknowledges its responsibility to ensure that any time allocated to a teacher for PPA will not be encroached upon, including by any obligation to cover for absent colleagues.

c) Supervision arrangements

Support staff who undertake specified work within the classrooms will always be aware of a link teacher with whom they may communicate if any particular difficulties should arise in the first instance the Head Teacher then the Deputy Head Teacher.

8 Monitoring

The School will monitor the implementation of guaranteed PPA to ensure that standards of education and behaviour at the school are maintained. The expectation of signatories to the National Agreement is that the quality of teaching and learning will improve as a result of teachers having dedicated planning time within the working day. The school will monitor this as part of the school's normal monitoring procedures for teaching and learning.

9 Review

The Governing Body will review this policy *a)* after twelve months and then three yearly intervals thereafter.

10. Further Detail

This policy is supplemented by reference to the Workshop Manual provided at the Financial Planning and PPA Workshop.

Headteacher:	M. Ryan	Date:	September 2017
Chair of Governing Body:	G. Wilson	Date:	September 2017