



PPA Time Policy

2022 - 26

| | Date | Signed |
|------------------------|-------------|-----------------------------------|
| Agreed by Trust Board: | June 2023 | Chair of Board: James Hargrave |
| Lead: | Trust Board | |
| Review date: | Autumn 2027 | |

EQUALITY AND DIVERSITY STATEMENT

All Saints Schools Trust is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

Introduction

This policy aims to clarify the purpose, procedures and arrangement of PPA.

Under the STPCD, all teachers with timetabled teaching commitments are entitled to at least 10% of their timetabled teaching time as PPA time. PPA time is time set aside for teachers during their timetabled teaching day to allow them to carry out planning, preparations and assessment activities. Its purpose is to relieve some of the existing workload pressures on teachers. Its purpose must also be to provide time during the school day to plan, prepare and assess and reduce time spent otherwise at weekends and evenings. In particular, it should reduce overall working hours and prevent working weeks of excessive length.

Aims

- To ensure that all teachers receive at least their statutory PPA entitlement
- To ensure that teachers' other duties do not impact on the provision of PPA time, as PPA time should enable a real and corresponding reduction in teachers' workloads
- Have appropriate staff and structure for providing PPA cover that recognises the importance of PPA entitlement
- To ensure PPA is provided in a fair, reasonable way
- To retain, develop and motivate staff

Principles for the provision of PPA time

- The Senior Leadership Team will retain responsibility for the allocation of PPA time
- All teachers with a timetabled teaching commitment, whether employed on permanent, fixed-term, temporary or part-time contracts, will be given their contractual entitlement to PPA time
- PPA time will be given during timetabled teaching time
- Regular PPA time will be written into each teacher's timetable
- PPA time will be given in blocks of time of at least 30 minutes and if possible, in one continuous block
- 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
- If the arranged cover for PPA is affected by unforeseen absence, or a need to switch teacher's allocated PPA time slot for that week, alternative arrangements will be made (e.g. swap day with a colleague, change of day and time) to ensure the PPA entitlement. If this is not possible the time will be reallocated by arrangement with the SLT, normally within 5 working days.
- PPA time will not be allocated before or after school or during breaks in the school day.
- PPA time will not be used for appraisal meetings.
- As far as possible, (with the exception of afternoon teacher/parent consultations), PPA time should not be used for regular activities, including training or other CPD requirements.

- If a member of staff attends a meeting, SEND review or training at the request of the Senior Leadership Team at a time that they would normally have their PPA, then this time will be replaced.
- If a member of staff is absent due to illness or chooses to attend training at a time that they would normally have their PPA, then this time will not be replaced.
- The Headteacher will determine if PPA is to take place on or off-site, including the appropriateness of teachers working at home. ***(Please note: the arrangement to take PPA at home is at the discretion of the Headteacher and must not be taken as granted. It may not always be possible and can be changed with little notice, should a teacher be required to stay in school due to planned or unforeseen circumstances. If PPA time is taken at home, teachers may leave the school premises at the time their PPA begins and not before – travel time is not included in the PPA entitlement)***

Teacher responsibilities

- The purpose of PPA time is to enable teachers to carry out planning, preparation and assessment.
- Teachers are responsible for ensuring that they make the most effective use of their PPA time.
- Teachers may decide where to take their PPA time within the school. Teachers wishing to take PPA time off the school premises can only do so if this is authorised by the Headteacher.

PPA Cover arrangements

- In most circumstances, timetabled PPA cover will be provided by a teaching assistant or the cover supervisor. Other forms of cover may be provided in certain circumstances where this is seen as being in the best interests of the pupils.
- The planning and resourcing of PPA sessions are the responsibility of the class teacher and the person covering the PPA session must know what the class teacher is expecting them to do during that time.
- Any work completed during PPA cover, which requires marking, is to be done by the class teacher.

Early Careers Teachers

- 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.
- Where possible NQT time will be written into the NQT's timetable. Where this is not possible it will be provided at regular intervals by arrangement with the Senior Leadership Team.
- The NQT remains responsible for planning, resourcing, marking and assessing the lessons delivered during NQT time.
- Delivery of the planned work during PPA time will be the responsibility of the staff providing cover and the marking and assessment is the responsibility of the class teacher.

Senior Leadership Time and Management

- Senior Leaders with leadership and management responsibilities are entitled to a reasonable allocation of time to discharge these responsibilities in addition to the 10% of guaranteed PPA time.

- Core Subject Leaders with leadership and management responsibilities will be allocated (where possible) weekly time within the school day to focus on their subject areas.
- Foundation subject Leaders will be allocated time within the school day to focus on their subject areas. This will be arranged with the SLT to be undertaken at an agreed point in the school term.

Full time Teachers Statement of PPA / Teaching Time 2021–2022

| | Calculation | Total per day |
|-----------------------------|--|----------------------|
| Monday | <ul style="list-style-type: none"> • (am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins <p>or</p> <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Tuesday | <ul style="list-style-type: none"> • ((am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins <p>or</p> <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Wednesday | <ul style="list-style-type: none"> • (am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins <p>or</p> <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Thursday | <ul style="list-style-type: none"> • (am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins <p>or</p> <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Friday | <ul style="list-style-type: none"> • (am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins <p>or</p> <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Total per week | 22 hours and 30 mins (1350 mins) | |
| 10% PPA entitlement | 2 hours 15 mins (135 mins) | |
| Actual PPA allowance | 2 hours 30 mins | |

Part-time (4 days Monday -Thursday) Teachers Statement of PPA / Teaching Time 2021–2022

| | Calculation | Total per day |
|-----------------------------|---|-----------------|
| Monday | <ul style="list-style-type: none"> • (am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins or <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Tuesday | <ul style="list-style-type: none"> • ((am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins or <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Wednesday | <ul style="list-style-type: none"> • (am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins or <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Thursday | <ul style="list-style-type: none"> • (am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins or <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Total per week | 18 hours and 0 mins (1080 mins) | |
| 10% PPA entitlement | 1 hours 48 mins (108 mins) | |
| Actual PPA allowance | 2 hours | |

Part-time (3 days Mon – Wed or Wed -Friday) Teachers Statement of PPA / Teaching Time 2021–2022

| | Calculation | Total per day |
|-----------------------------|---|-----------------|
| Monday | <ul style="list-style-type: none"> • (am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins or <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Tuesday | <ul style="list-style-type: none"> • ((am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins or <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Wednesday | <ul style="list-style-type: none"> • (am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins or <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Total per week | 13 hours and 30 mins (810 mins) | |
| 10% PPA entitlement | 1 hour 21 mins (81 mins) | |
| Actual PPA allowance | 1 hours 30 mins | |

Part-time (2 days Thursday - Friday) Teachers Statement of PPA / Teaching Time 2020–2021

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| Thursday | <ul style="list-style-type: none"> • (am) 9:15 to 11:45 = 2 hours 30mins | 4 hours 30 mins |
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| | <ul style="list-style-type: none"> • (pm) 12:45 to 3.15 = 2 hours 30mins or <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | |
| Friday | <ul style="list-style-type: none"> • (am) 9:15 to 11:45 = 2 hours 30mins • (pm) 12:45 to 3.15 = 2 hours 30mins or <ul style="list-style-type: none"> • (am) 9:15 to 12:15 = 3 hours • (pm) 1:15 to 3.15 = 2 hours • less breaks –15 mins • less assembly – 15 mins | 4 hours 30 mins |
| Total per week | 9 hours (540 mins#) | |
| 10% PPA entitlement | 54 mins | |
| Actual PPA allowance | 1 hour | |