



Inspire Excellence

Planning, Preparation and Assessment Policy

Date of last review:	November 2014	Review period:	1 year
Date of next review:	November 2015	Owner:	Headteacher
Type of policy:	School	LGB or Board approval:	LGB

Introduction

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

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.

Objectives

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.

The key objective is to further improve standards of teaching and learning in the school and the work/life balance of teachers.

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.

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 development 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
- Have a staffing structure that reflects the objectives of the school development plan and recognises the importance of PPA entitlement
- 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.

Principles for the provision of PPA time

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
- PPA time will not be given before or after school or during breaks in the school day
- INSET days will 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 Headteacher will determine if PPA is to take place on or off-site, including the appropriateness of teachers working at home.

Teachers

- 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 time
- Teachers may decide where to take their PPA time (within the school) as long as the purpose of the PPA is clear. *Teachers wishing to take PPA time off the school premises can only do so if this is authorised by the headteacher*

PPA Policy

- 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.

Newly Qualified 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.

Leadership and Management

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.

Support Staff

- 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.
- 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
- 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.
- Appropriate training e.g. in classroom management and behaviour management will be provided to all support staff engaged in specified work.

PPA Cover

- HLTA, unqualified teachers or qualified teachers may be used to cover PPA
- Planning and resourcing are the responsibility of the class teacher
- Marking of work done during PPA cover is to be done by the PPA cover teacher

- It is the responsibility of the PPA cover teacher to feedback to the class teacher

Equality Impact Statement

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of race equality, equality for disabled persons, gender equality and community cohesion using an appropriate Equality Impact Assessment. The policy may be amended as a result of this assessment.