

<b>Name of Policy:</b> Planning Preparation and Assessment	<b>Version/Last Review Date:</b> September 2017
<b>Statutory documents linked to policy:</b>	<b>Previous review date:</b> April 2013
<b>Other Policies linked to this policy:</b> Child Protection Safeguarding	<b>Next Review Date:</b> September 2020
<b>Governor Committee Responsible</b>	People & Resource Management

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

Restructuring of the school workforce is in place to ensure that valuable teacher time is no longer diverted to a range of administrative and tasks. Use of Information and Communications Technology (ICT) to support planning and assessment procedures will also provide time for teachers.

Through these reforms there is also guaranteed time for planning, preparation and assessment.

#### 24 Tasks:

Teachers should not routinely be required to undertake administrative and clerical tasks, including:

- Collecting money
- Chasing absences: teachers will need to inform the relevant member of staff when students are absent from their class or from school
- Bulk photocopying
- Copy typing
- Producing standard letters: teachers may be required to contribute as appropriate in formulating the content of standard letters
- Producing class lists: teachers may be required to be involved as appropriate in allocating students to a particular class
- Record keeping and filing: teachers may be required to contribute to the content of records
- Classroom display: teachers will make professional decisions in determining what material is displayed in and around their classroom
- Analysing attendance figures: it is for teachers to make use of the outcome of analysis
- Processing exam results: teachers will need to use the analysis of exam results
- Collating pupil reports
- Administering work experience: teachers may be required to support pupils on work experience (including through advice and visits)
- Administering examinations: teachers have a professional responsibility for identifying appropriate examinations for their pupils
- Administering teacher cover
- ICT trouble shooting and minor repairs
- Commissioning new ICT equipment
- Ordering supplies and equipment: teachers may be involved in identifying needs
- Stocktaking
- Cataloguing, preparing, issuing and maintaining equipment and materials
- Minuting meetings: teachers may be required to communicate action points from meetings

- Coordinating and submitting bids: teachers may be required to make a professional input into the content of bids
- Seeking and giving personnel advice
- Managing pupil data: teachers will need to make use of the analysis of pupil data
- Inputting pupil data: teachers will need to make the initial entry of pupil data into school management systems.

#### **PPA Time:**

Teachers:

The School Teachers' Pay and Conditions Document states that every teacher, including the headteacher, has a timetable that provides 10% PPA. This provision cannot hope to cover all the time needed to discharge the relevant responsibilities; for most staff, it will make only a contribution.

It is the responsibility of each teacher to ensure they make the most effective use of their PPA time.

Newly Qualified Teachers (NQTs):

NQTs are entitled to receive 10% PPA time in addition to the 10% of time which is provided for NQT induction activities.

Pupils:

Only tasks which enrich and extend learning should be timetabled for pupils whilst their teacher is having their PPA time.

All members of the team are responsible for planning these sessions during the weekly planning meeting.

Monitoring of PPA time:

The headteacher remains responsible for effective use of PPA time and will measure the impact on standards.

Equal opportunities:

In order to be fair to everyone the following points should be observed:

- PPA time can be spent in or out of school
- Teachers may use their PPA time to carry out tasks related to their subject responsibility. They may further their own CPD by visiting other schools or attending courses
- Every effort will be made to ensure that all teachers receive their allocated PPA time, however there may be occasions when this is not possible, e.g. due to staff sickness or INSET. If this happens twice in a term then alternative provision will be made. Please see the headteacher
- Teachers should not swap their PPA time with other members of staff but should approach the headteacher if they need additional time out of class

Directed Time:

This time is over and above teaching time and is directed by the headteacher in order that the school can function effectively. At present this is used for Staff Meetings, Planning Meetings and Parents Consultation Evenings.

Organisation of Time out of Class:

PPA time will be timetabled and a regular slot given to each teacher. Staff covering PPA should agree the focus for the term with the class teacher so that they can plan the work.

Staff Sickness

If teachers are off sick they are expected to leave or email detailed planning for that day.