

Christ Church Primary School, Hampstead  
Planning, Preparation and Assessment (PPA) Time Policy  
February 2014

This Policy aims to set out the rationale behind and the practicalities involved in the provision of PPA time for teachers at Christ Church School.

Rationale

*Paragraphs 52.5-52.8 in the School Teachers' Pay and Conditions document (2013) set out the statutory requirements for the provision of PPA time to teachers.*

*Paragraphs 52.5 All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time to enable the discharge of the professional responsibilities of teaching and assessment. A [...] must be allowed PPA time as part of the 1265 hours referred to in paragraph 51.20 or, in the case of a teacher employed part-time, as part of the pro rata equivalent referred to in paragraph 51.21.*

*Paragraphs 52.6 PPA time must amount to not less than 10% of the teacher's timetabled teaching time (and for this purpose "timetabled teaching time", in relation to a teacher, means the aggregate period of time in the school timetable during which the teacher has been assigned by the headteacher to teach pupils).*

*Paragraphs 52.7 PPA time must be provided in units of not less than half an hour during the school's timetabled teaching week.*

*Paragraphs 52.8 A teacher must not be required to carry out any other duties during the teacher's PPA time.*

Principles which underpin our provision of PPA time at Christ Church

At Christ Church we believe that PPA time is an important part of a teacher's working time and that it can be used to complete many of the tasks which are necessary to support the high quality teaching and learning which is the expectation at all times at the school, while helping to maintain an appropriate work-life balance for teachers. We are committed both to providing teachers with their entitlement to PPA time and at the same time to providing high quality teaching and learning experiences to their classes at all times, including during cover for PPA time.

What teachers can expect at Christ Church

At Christ Church we want teachers to make the best possible use of their PPA time to aid the children's learning and to this end we are committed to the following principles about what teachers can expect.

- 10% of their time-tabled teaching time as PPA time
- PPA time to be given each week
- PPA time to be given in one, uninterrupted block
- PPA time to be given at a regular time each week
- PPA time to be covered by suitable, qualified teachers who will plan, teach, resource, mark, according to the school's marking policy, assess and report on the discrete lessons taught during PPA time
- A suitable, quiet workspace with computer and internet access to use uninterrupted during PPA time
- If a teacher is absent from school on the day on which their PPA time is regularly given because of a planned activity (e.g. training, trip) and the SLT has been informed of the timetable clash, the school commits to rearrange the PPA time to another time during the week
- If a teacher is unexpectedly absent on the day on which their PPA time is regularly given (e.g. sickness), the school does not commit to reschedule the PPA time.
- If the teacher who provides cover for the PPA time is unexpectedly absent (e.g. sickness), the school commits to provide the PPA time, although the timing of the PPA time may need to be rescheduled. The

rescheduled PPA time should take place within a week and, wherever possible, within the same school week.

Teachers should recognise that in emergencies some of these expectations may not be met and they should show understanding and flexibility if this occurs. The school will make every effort to provide the PPA time as set out above or to make alternative arrangements within a reasonable amount of time.

The regular PPA timetable may not run in the first or last weeks of terms, especially if these are part weeks. Teachers will be informed if this is the case in good time and can approach the head teacher to request extra cover if this is necessary.

Part-time teachers (or teachers who only teach a proportion of the school week) are entitled to PPA time on a pro rata basis according to their teaching hours worked. Their expectations are the same as above, with the exception that their PPA time may be provided in more than one block, although all blocks will be of at least half an hour.

A current timetable which outlines PPA arrangements is available – current timings and calculations are attached at Appendix 1.

#### The Head teacher will:

- determine who is appropriate to carry out which elements of PPA and ensure that appropriate supervision of that member of staff is in place when carrying out those activities. The Head must be satisfied that they have the skills, expertise and experience to carry out the specified work
- ensure that all staff understand the school's policy on PPA time.
- ensure that all staff leading classes are aware of their responsibilities relating to health and safety and the duty of care towards pupils.
- be responsible for decisions on the deployment of staff to provide cover if a member of staff timetabled to release teachers for PPA is absent;
- ensure that all adults working with pupils will have appropriate CRB clearance
- ensure that the school's insurance policy covers the member of staff to a level appropriate to the work they are undertaking.

#### What is expected of teachers at Christ Church

- Teachers should use their PPA time constructively to complete tasks which support the teaching and learning of pupils.
- Teachers should develop time management and organisation skills to help them use PPA time as constructively as possible. Where appropriate, they should seek and be allowed to participate in professional development opportunities through the school's performance management processes to aid them in developing in this area.
- Teachers should stay in the school building during PPA time, in order to assist in emergencies.
- Teachers should inform SLT of any potential implications for PPA time because of courses or trips as far in advance as possible in order that alternative arrangements can be made in good time. Teachers should also check that these alternative arrangements have been put in place.
- Teachers should make time to liaise with teachers who cover PPA time so that they can pass on any relevant important information about the pupils.
- Teachers should produce and update a current and relevant overview of their class's needs and routines (see appendix 2)

There may be some emergency circumstances when teachers may not be able to fulfil these expectations. In these cases they should discuss their use of PPA time with the Head teacher who will show understanding and flexibility towards reasonable requests.

### What pupils can expect

At Christ Church we believe all teaching and learning should be of the highest quality possible and that class teachers should be teaching their own classes as much as possible. While their class teachers are given PPA time pupils can expect the following:

- High quality teaching led by suitable, qualified teachers
- The same teacher or teachers teaching them each week, who get to know them well
- Continuity and progression in a series of lessons and across the term and year so that they make good progress in their learning
- Teachers who cover PPA time to pass on any important, relevant information about them to their class teacher

### Monitoring of this policy

The Governors staffing committee have the responsibility to monitor that PPA time is being provided in accordance with this Policy and the current School Teachers Pay and Conditions Document and to evaluate the impact that this Policy has on the teaching and learning at Christ Church School. In evaluating and monitoring this Policy they should always be mindful both to the statutory entitlement of teachers to PPA time and to the provision of the highest possible teaching and learning for all pupils at the school.

This Policy was written following consultation with teaching staff in December 2007 and with the Governors staffing committee in February 2008.

This policy will be reviewed at least every three years to ensure it is still an accurate reflection of how PPA time is organised at Christ Church and of best practice.

This policy was reviewed with minor amendments by the SLT, teaching staff and Governors Staffing Committee in February 2014.

## Appendix 1

### Current class times and PPA calculations

#### EYFS/KS1 timetable

Times	Activity	Teaching time
8.50 - 10.00	Registration Lesson 1	1 hour 10 mins = 70 mins
10.00 - 10.20	Assembly	-
10.20 - 10.35	Break time	-
10.35 - 11.45	Lesson 2	1 hour 10 mins = 70 mins
11.45 - 1.00	Lunch	-
1.00 - 2.10	Registration Lesson 3	1 hour 10 mins = 70 mins
2.10 - 2.20	Break time	-
2.20 - 3.20	Lesson 4	1 hour = 60 mins

Total daily teaching time = 4 hours 30 mins = 270 mins

Total weekly teaching time = 22 hours 30 mins = 1350 mins

10% PPA time = minimum 135 mins = 2 hours 15 mins

#### KS2 timetable

Times	Activity	Teaching time
8.50 - 10.00	Registration Lesson 1	1 hour 10 mins = 70 mins
10.00 - 10.20	Assembly	-
10.20 - 10.35	Break time	-
10.35 - 12.30	Lesson 2 Lesson 3	1 hour 55 mins = 115 mins
12.30 - 1.30	Lunch	-
1.30 - 3.20	Lesson 4 Lesson 5	1 hour 50 mins = 110 mins

Total daily teaching time = 4 hours 55 mins = 295 mins

Total weekly teaching time = 24 hours 35 mins = 1475 mins

10% PPA time = minimum 147.5 mins = 2 hours 27.5 mins = round to 2 hours 30 mins

## Appendix 2



# Christ Church Primary School

## Essential class information for supply and PPA teachers

Please reward with house points and lots of positive praise where appropriate.

<b>Year Group</b>	
<b>Log in</b>	
<b>Password</b>	

### Specific children - SEN

Child	SEN and specific needs and requirements

### Specific children – Behaviour/ classroom issues

Child	Issue, strategies

### Additional comments

--

### Classroom Routines

<b>Line Order</b>	See overleaf

Thank you