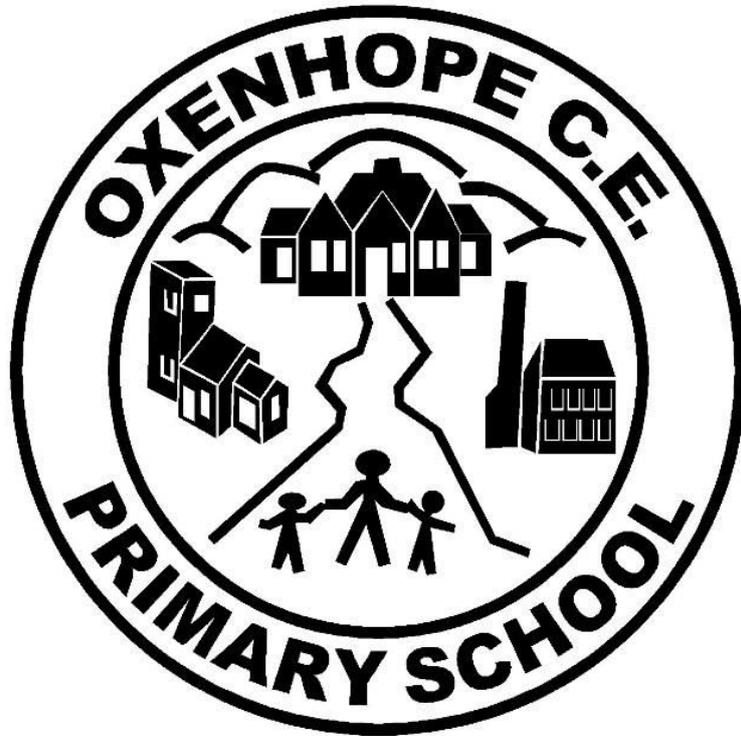


Oxenhope Church of England
Primary School



School PPA Policy
September 2018

Introduction

PPA is Planning, Preparation and Assessment time, which was made a statutory right for all teachers, including those in the leadership group, from autumn 2005. The School Teachers Pay and Conditions Document makes the following points very clear:

PPA time is part of the 1265 directed hours for non-leadership teachers

All teachers with a teaching timetable, including heads and deputies, are entitled to PPA time

PPA time must be no less than 10% of the teacher's timetabled teaching time

PPA time can only be provided in units of not less than 30 minutes, 'during those parts of the school time-table in which pupils are taught the core and other foundation subjects or religious education'.

If a teacher has 22.5 hours of timetabled teaching time they must receive 2.25 hours of PPA time per week, which can be broken up into blocks but if the school's pattern is to provide this in 3 blocks none can be shorter than 30 minutes so if the teacher has 2 hours of PPA timetabled, the 15 minutes would have to be rounded up to 30.

Alternatively sessions of 1hr and 1 hr 15 minutes would meet the minimum requirement.

Fractions of an hour cannot be rounded down.

A teacher cannot be required to carry out any other duties during their PPA time, including covering for absent colleagues.

Amount of time

Each teacher's PPA time should be a minimum of 10% of the time they spend teaching. This would exclude breaks, non-contact time of any description and extra-curricular activities.

NQTs have exactly the same entitlement to PPA time as every other teacher. The only difference concerns the calculation of teaching time: NQTs are entitled to 10% of a comparable teacher's teaching time as non-contact time each week and this should be deducted from their weekly or fortnightly total before calculating the minimum 10%.

Part-time teaching hours can be added up in the same way as for other teachers and 10 % calculated.

As with many other teacher entitlements guaranteed by the Teachers Pay and Conditions Document, supply teachers do not have any entitlement to PPA.

If supply teachers are employed for a regular fixed time at Oxenhope C of E Primary School or for a prolonged period and they are asked to plan, or attend planning meetings, as well as mark the work set, then an appropriate amount of PPA time will be agreed between the teacher and the Head Teacher/Senior Leaders.

Work undertaken

Oxenhope C of E Primary will not direct staff to undertake particular tasks such as covering for a colleague, attending a course or meeting. Oxenhope C of E Primary may ask staff in extenuating circumstances but the school cannot require it. In the interests of goodwill, smooth running of the school, the welfare of children or simply because it suits teachers,

they might wish to swap PPA time with another teacher or defer the PPA time to another occasion, that is up to the teacher; but PPA time is an entitlement, guaranteed by the STPCD, it is not a benefit or privilege.

Covering for an absent colleague is specifically mentioned in the STPCD as being unacceptable.

Where PPA is being swapped teachers must make Senior Leaders aware to ensure smooth running of the logistics of the school.

There is no requirement on a teacher to plan lessons they will not teach but as with other covered lessons, medium term objectives will probably have been planned. If a regular supply teacher, HLTA or in-house cover teacher is used they should plan and mark work.

However at Oxenhope C of E Primary it is required that the class teacher is aware of what is being taught during their PPA time and has to have an over-arching responsibility to ensure that the children in their class are accessing quality teaching of the curriculum.

The school will arrange for PPA to be covered and if these arrangements fall through, we will seek to find a replacement. If that proves impossible and the PPA time cannot be provided, it will be 'reimbursed' as soon as possible.

Non-teaching days

Inset days are an entitlement to CPD but these can be disaggregated to be used in other ways for other purposes. PPA time cannot be included in an inset day – it must take place during taught sessions,

If teachers apply for paid or unpaid leave, Oxenhope will decide whether or not to grant it in accordance with its normal policy. If a teacher's PPA time happens to fall on a day when paid or unpaid leave has been granted, there is no requirement for replacement PPA time to be granted.

In the event of planned closures (Holidays, Election Days, etc) PPA will be restored to 10% of the teaching time remaining in that week. In the event of unplanned closures, (weather, heating or other service breakdown, illness etc), PPA time will be deemed to have been taken.

If a teacher is off sick on a day when PPA time is scheduled, the teacher would simply lose their PPA time. By the same principle, if a teacher is off sick for 4 days but returns to work on the day PPA is scheduled, it will up to the senior leadership's discretion as to whether the teacher will receive their PPA.

Extenuating circumstances

Oxenhope C of E Primary School does not consider it to be good practice to cancel PPA time at short notice, but occasionally unforeseen circumstances can create situations which will inevitably mean that PPA time might have to be cancelled. It is the school's responsibility to ensure that the amount of PPA time lost in this way is recorded and given back to the teacher as soon as possible.

PPA for Non-teaching staff

If non-teaching staff are being asked to deliver an intervention as part of their work within the classroom, it is up to the relevant class teacher to arrange some planning time for this staff member. There is no statutory planning time allocated to these staff members however if no time is allocated then work must be planned and marked by the class teacher.

For pastoral staff, PPA will be as and when their timetable allows however again there is no statutory requirement for PPA time to be given. However we will endeavour to ensure time is given when possible to these staff members to support their work life balance.

HLTA staff

An appropriate amount of time should be given to HLTA staff if they are expected to plan and mark lessons. If no time is allocated then class teachers must plan and mark the children's work.

Working from home

PPA time can be taken at home. However staff must pay attention to the school's policy on GDPR regulations before doing so.

Class teachers may attend appointments or events during their PPA.

Senior leaders politely request that staff inform them if they are taking their PPA at home to ensure smooth running of logistics in school.

Policy written by Alice Jones

Review – November 2020