

Norham St Ceolwulf’s

C of E First School

## PPA Policy

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| Date | April 2021 |
| Date to be Reviewed | April 2023 |
| Head teacher | Mrs S Dimond |
| Signed: |  |
| Chair of Governors | Mr D Watkin |
| Signed: |  |

**1.Introduction**

As part of Phase 3 of the school workforce remodelling reforms, “Raising Standards and Tackling Workload: a National Agreement”, all schools provide teachers who are employed under the School Teachers’ Pay and Conditions Document with at least 10% guaranteed Planning, Preparation and Assessment (PPA) time from 1st September 2005.

**2. Key Benefits of PPA**

There are two key benefits of providing guaranteed PPA, as follows:

* To further improve standards of teaching and learning in school.
* To improve the work /life balance of all teachers employed by the school.

Additional benefits will include the following:

* The professional development of teaching assistants and school support staff.
* Improved teaching and learning as a result of dedicated planning time.

1. **The Regulations relating to PPA**
   1. **Key Legal Requirements**

* Guaranteed PPA should be set at the equivalent of at least 10% of a teacher’s normal timetabled teaching time, where only teaching time within a teacher’s 1265 contracted hours would count for these purposes, **not other forms of pupil contact time,** e.g. extra-curricular activities and assemblies.
* It is for teachers to determine the particular priorities for each block of PPA time.
* Guaranteed PPA time must not be encroached upon, including by any obligation to cover for absent colleagues.
* Guaranteed PPA time will count towards a teacher’s 1265 contractual hours. This contractual PPA will be distinct from any planning, preparation and assessment undertaken outside the 1265 hours as part of a teacher’s professional duties.
* Guaranteed PPA should be timetabled time in blocks of not less than 30 minutes’ duration as part of the teacher’s normal weekly or fortnightly timetable.
* The 10% guaranteed PPA time is a minimum figure. Any teacher who already has a regular entitlement of more than this **for** planning, preparation and assessment should not be brought back to a 10% figure. **However, guaranteed PPA is not additional to existing timetabled free periods.**
* Guaranteed PPA time must be used for planning, preparation and assessment – these duties are contained in the relevant paragraphs of the Document.
* PPA time must appear on the teacher’s timetable.
  1. **What does this mean in practice?**

The school calculates individual PPA allocation whenever the school timetable is reviewed, based on each individual teacher’s teaching commitments.

For the purpose of calculating PPA allocations, only teaching commitments during the school’s timetabled teaching time will earn PPA. The school’s timetabled teaching time is based on the teaching day of KS2, teaching day, e.g. in a first school this will be KS2 and will probably be 23.5 hours. Refer to Appendix 1 to identify the school’s timetabled teaching time.)

Newly Qualified Teachers (NQTs) will need to receive a minimum of 10% of their timetabled teaching commitments, which will already have been reduced by 10% as part of the normal induction process.

1. **Implementation**

The school will carry out an audit annually to ascertain how all non-contact time is used by teachers.

The school recognises its responsibilities in terms of maintaining appropriate leadership and management time in line with the national “no-detriment” clause and the school’s policy on leadership and management.

As part of the implementation process, the Governing Body consulted all stakeholders prior to implementing guaranteed PPA. Following consultation, the school has decided to use a number of strategies for the implementation of guaranteed PPA. The school will also review the strategies used to provide cover to ensure that the provision of cover does not interfere with the delivery of PPA to all relevant teaching staff.

The school timetable is organised on a weekly cycle. The school will allocate PPA on the same cycle as the school timetable.

Staff employed on a part-time basis will receive PPA time based on their contractual hours or teaching timetable, whichever results in the lowest allocation.

As part of this policy, the school may need to re-negotiate some job descriptions or contracts of employment; this will always be completed in consultation with staff. Once agreement has been reached, the school will ensure that appropriate training is provided.

1. **Strategies for the delivery of guaranteed PPA at Norham St Ceolwulf’s C of E First School**
   1. **Teaching Assistants / HLTAs**

Following consultations with all staff, the school has taken a decision to use HLTAs and appropriately qualified and experienced teaching assistants to deliver specified work under the guidance and supervision of a qualified teacher in line with “Time for Standards: Guidance accompanying the Section 133 Regulations issued under the Education Act 2002”.

When determining which staff may carry out “specified work”, the Head Teacher will have regard to the Standards for HLTAs when determining whether a member of staff has the necessary level of competence, skills and expertise.

**5.2** **Other Teacher**

The school may increase the hours of part-time teaching staff to provide PPA.

1. **Roles and Responsibilities**

**6.1 The Governing Body** will:

1. in full consultation with all stakeholders, set the strategic direction for the school in terms of meeting the National Agreement. For the purposes of this policy, this will relate to the implementation of Phase 3 from 1st September 2005;
2. in consultation with all stakeholders, agree the school’s policy for the delivery of guaranteed PPA;
3. following full consultation with the Head Teacher, agree a budget with resources appropriate to the school meeting its legal obligation in terms of guaranteed PPA;
4. in consultation with the Head Teacher, review the school’s effectiveness in terms of delivering the statutory requirements of the National Agreement.

**6.2 The Head Teacher** will:

* 1. prepare in consultation with all stakeholders, the school’s PPA policy for consideration by the Governing Body;
  2. ensure that all stakeholders at the school understand that non-compliance with any element of this policy may result in the school not being insured for the activity which is being undertaken.
  3. satisfy herself as to the competence of the member of staff delivering ‘specified work’ at the school; (see Policy Statement for Cover Supervision, Appendix 1).
  4. Determine which of the activities within ‘specific work’ fall within the competence and status of each member of the school’s support staff and will make appropriate arrangements to ensure that appropriate supervision of that member of staff is in place when carrying out those activities;
  5. be responsible for ensuring that all staff understand the school’s policy on supervision;
  6. ensure that all adults working with pupils will have appropriate DBS clearance;
  7. ensure that appropriate allocation of PPA (equivalent to a minimum of 10%) are included on each teacher’s timetable and that strategies are in place to guarantee the allocation;
  8. review the school’s Cover Supervision Policy to ensure that it supports the delivery of guaranteed PPA;
  9. ensure that any teachers released for PPA have a reasonable working environment in line with current health and safety guidance and conducive to productive work taking place. N.B. This should include access to ICT and the Internet to access appropriate information and sample lesson plans from websites such as [www.teachernet.gov.uk](http://www.teachernet.gov.uk);
  10. ensure that the time that teachers are allocated as guaranteed PPA time is not encroached upon, including by any obligation to cover for absent colleagues. The school is currently moving to a policy of zero cover.
  11. ensure that all staff leading classes to provide teachers with PPA are aware of their responsibilities relating to health and safety and the duty of care towards pupils within the context of the Section 133 Regulations issued under the Education Act 2002. This will include the provision of training in first aid and the safe use of equipment within school.
  12. be responsible for decisions relating to the deployment of staff to provide cover in the event of a member of staff timetabled to release teachers for PPA being absent;
  13. ensure that the job descriptions of any staff employed by the school to release teachers for PPA are appropriate and in line with current guidance provided by the Lea and the school’s policy relating to “specific work”;

1. **Teaching Staff**

In line with teachers’ professional duties, all teachers will be expected to provide “guidance and supervision” to any support staff/teaching assistants employed in the school to support teaching and learning. Teachers should take particular note of paragraph 37 of “Time for Standards: Guidance accompanying the Section 133 Regulations issued under the education Act 2002”, which clearly states that the *‘assigned teacher’* remains responsible for the progress of the pupils in the class/group to which they have been assigned to teach over the course of the academic year. This does not prevent other teachers from being deployed on the timetable to take that class/group for particular activities or lessons.

* 1. **Teachers will, when directed**
* provide guidance to appropriate staff as to the work to be carried out with particular groups / classes of pupils;
* supervise the work of support staff / teaching assistants directed to lead classes to release teachers for guaranteed PPA time. **NB** It is not necessary for a teacher to be present in the classroom to supervise the work of a member of staff involved in delivering “specified work”; if teachers are released for PPA activities, they should **not** be in the classroom, as the inevitable interruptions would not be conducive to quality working taking place.

**Teaching Assistants / Support Staff (authorised to carry out “Specified Work”)**

The responsibilities of Teaching Assistants / Support Staff carrying out “specified work” are outlined in the school’s Cover Supervision Policy.

1. **Annual Reviews**

The school will review the allocation of PPA annually or whenever a new timetable is introduced, to ensure the smooth running of the school and the efficient delivery of the school curriculum. The school acknowledges its responsibility with regard to the no-detriment clause within the National Agreement, which protects any allocation of PPA in excess of 10% from 1st September 2003, **whilst teaching responsibilities remain the same.** The no-detriment clause relates only to non-contact time specifically identified as PPA time or Leadership and Management time.

The school will attempt to maintain Leadership and Management time which has previously been allocated within timetabled teaching time. However, there may be occasions when the school will need to move Leadership and Management time to outside timetabled teaching time to maintain guaranteed PPA. In such circumstances, leadership and management time will always be allocated within the member of staff’s normal 1265 contracted hours.

1. **Exceptional Circumstances**

The school will, under all normal circumstances, guarantee the appropriate PPA allocations to all teachers employed by the school. However, in a limited number of exceptional circumstances, the school may need to suspend the allocation of PPA to ensure the safety and well-being of pupils attending the school, e.g. when severe weather conditions results in a significant percentage of staff being unable to reach the school. The school will only take a decision to suspend PPA in exceptional circumstances and in consultation with staff.

1. **Practical issues relating to the implementation of guaranteed PPA**

a) **Occasions when PPA will be lost**

Whilst the school will guarantee PPA to all staff entitled to PPA, there are circumstances when this will not be possible. In the following circumstances PPA will not be delivered:

* Training Days;
* Staff absence (by the teacher timetabled to receive PPA);
* Attendance at INSET events;
* School closures;
* Emergencies (see section entitled “Exceptional Circumstances”);
* School visits;
* School events involving all staff e.g. Sports Day.

The school will ensure that any teacher affected by this will have their allocation of PPA re-scheduled.

b) **Arrangements for absence cover**

The school acknowledges its responsibility to ensure that any time allocated to a teacher for PPA will not be encroached upon, including by any obligation to cover for absent colleagues.

In deciding the level of supervision needed, the Head Teacher will need to take account of both the skills, expertise and experience of the support staff member and the level of challenge in the work being undertaken. The Head Teacher will also consider whether the support staff member has undergone relevant training. Paragraph 24 of “Time for Standards: Guidance accompanying the Section 133 Regulations issued under the education Act 2002” refers, (See Policy Statement for Cover Supervision).

1. **Monitoring**

The head Teacher will monitor the implementation of guaranteed PPA to ensure that standards of education and behaviour at the school are maintained. The expectation of signatories to the National Agreement is that the quality of teaching and learning will improve as a result of teachers having dedicated planning time within the working day. This will be monitored by the school as part of the school’s normal monitoring procedures for teaching and learning.

1. **Review**

The Governing Body will review this policy annually, taking into account any changes to LEA Health and Safety policies or procedures and the Standards relating to HLTAs.