



Planning, Preparation and Assessment (PPA) and Planned Absence Policy

Formally adopted by the Governing Board of:-	Fairstead Community Primary and Nursery School
On:-	22nd November 2022

Introduction

This policy aims to clarify the purpose, procedures and arrangement of PPA or any planned absence.

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 policy needs to be read in conjunction with the Teacher Directed Time outline 2021 (Appendix 1).

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 will not be given before or after school

- 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 of the cover staff, alternative arrangements will be made to protect the PPA entitlement. Whilst it is understood that it is not good practice to cancel PPA time at short notice, occasionally unforeseen circumstances can create situations that inevitably meant 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 as soon as possible.
- Where a teacher has not been able to take PPA time because of sickness, the PPA time will be lost and not replaced at a later date.
- Whilst a teacher cannot be required to give up guaranteed PPA time, where it is done voluntarily then it cannot be reallocated. However, if SLT have asked for you to attend a meeting or event, then time back will be negotiated with the individual.
- The Headteacher will determine if PPA is to take place on or off-site, including the appropriateness of teachers working at home.
- When shortened weeks occur, PPA allocation will be monitored to ensure staff receive the full allocation, either before a holiday break, or after a holiday break.
- Governors will monitor and evaluate the effectiveness of PPA time.

Teachers

- All teachers 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.*
- 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.

Early Career Teachers (ECT)

- In addition to the 10% of time that early career 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.
- Recently qualified teachers (NQT+1) will receive a further 5% per week, timetabled as 10% each fortnight.

PPA or Planned Absence Cover

- Teaching assistants, HLTAs, unqualified teachers or qualified teachers may be used to cover PPA or an absence.
- Planning and resourcing for the PPA time or an absence (that is planned in advance) are the responsibility of the class teacher and must be planned for and left either directly after PPA or a week in advance, giving plenty of time for all resources to be left and gone through with the cover staff.
- PPA cover work will be planned following the curriculum overview as half a day is equal to 10% of the school week.
- Marking of work done during cover is to be done by the cover staff following the agreed feedback policy. This includes updating subject floor books if applicable.
- It is the responsibility of the cover staff 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.

Appendix 1

Fairstead Community Primary & Nursery School DIRECTED TIME 2021-22

Activity	Time Directed	Total for activity	Notes
School Day	Daily Supervision/teaching requirement 8.35 am – 3.25 pm (less 50 minutes for lunch)	Teaching 5 hours 40 minutes Supervisory 30 minutes 6 hours 10 minutes per day x 190 days 1171 2/3 hours	This provides sufficient time for supervising children and communicating with parents before and after school. 10 minutes before & after and 5 minutes each side of lunch break
Inset Days	6 hours per day x 5 days 2 nd September 2021 3 rd September 2021 5 th January 2022 19 th April 2022 25 th July 2022	30 hours	Published at beginning of school year – Twilight training to be published in advance
Parents Evenings	Term 1 – 4 hours Term 2 – 4 hours Term 3 – 2 hours	10 hours	Dates for these meeting will be published in advance
Staff Meetings & Team Meetings	1 hour 20 minutes per week x 33 weeks . No meetings during Parents evening, assessment time	44 hours	Includes 'trapped time' from 3.25 until 3.30pm
Staff Briefing	10 minutes per week x 38 weeks	6 hours 20 minutes	On occasions this may be incorporated into Team meetings
Contingency	As directed by the Headteacher which could include activities such as additional meetings, new parents meetings, reviews	3 hours	
Total		1265 hours	

NB – Additional Bank Holiday Queens Platinum Jubilee
School closed on Tuesday January 4th 2022