Water Orton Primary

Planning, Preparation and Assessment Time (PPA) Policy

This policy links to:
ECT policy
Dedicated Senior Leadership Time Policy
1265 Hours allocation Policy

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Next review 2030

Introduction

This policy aims to clarify the purpose, procedures and arrangement of PPA.

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.

Aims

- To ensure that all teachers receive at least their statutory PPA entitlement
- To ensure that all support staff receive PPA entitlement in recognition of any additional responsibilities.
- To ensure that teachers' other duties do not impact on the provision of PPA time, as PPA time should enable a real and corresponding reduction in teachers' workloads
- Have appropriate staff and structure for providing PPA cover that recognises the importance of PPA entitlement
- To ensure PPA is provided in a fair, reasonable way
- To retain, develop and motivate staff

Principles for the provision of PPA time - Teaching Staff

- The Headteacher will retain responsibility for the allocation of PPA time
- 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

- PPA time will be given during timetabled teaching time
- Regular PPA time will be written into each teacher's timetable
- 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
- If the arranged cover for PPA is affected by unforeseen absence, alternative arrangements will be made to protect the PPA entitlement. If this is not possible the time will be reallocated by arrangement with the Headteacher, wherever possible within 5 working days.
- PPA time will not be allocated before or after school or during breaks in the school day.
- PPA time will not be used for appraisal meetings unless Teachers request this.
- As far as possible, PPA time should not be used for regular activities, including training or other CPD requirements
- The Headteacher will determine if PPA is to take place on or off-site, including the appropriateness of teachers working at home.
- If a member of staff attends a meeting, SEN review or training at the request of the leadership team at a time that they would normally have their PPA, then this time will be replaced.
- If a member of staff is absent due to illness or attends training of their choosing at a time that they would normally have their PPA, then this time will not be replaced

Teacher responsibilities

- Teachers may decide where to take their PPA time within the school. 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.

PPA Cover arrangements

- In most circumstances, timetabled PPA cover will be provided by a Teacher, Teaching Support Assistant Level 3 or sports coach. Other forms of cover may be provided in certain circumstances where this is seen as being in the best interests of the pupils.
- Planning, resourcing and assessing PPA sessions are the responsibility of the teacher, Teaching Support Assistant Level 3 or sports coach providing PPA cover
- Planning time will be allocated to staff within the school day for the purpose of PPA (see above section – Support Staff).
- Marking of any work done during PPA cover is to be done by the staff providing PPA cover

Early Career Teacher (ECTs) Entitlements

The Headteacher must ensure that the ECT has a reduced timetable.

- In the first year (terms 1-3) of induction an ECT must not teach more than 90% of the timetable.

- In the second year (terms 4-6) of induction an ECT must not teach more than 95%.
  This time off timetable should be used to specifically enable ECTs to undertake activities in their induction programme.
  This is in addition to the timetable reduction in respect of planning, preparation and assessment time (PPA) that all teachers receive
  Additional support:
- A named mentor to meet and discuss progress with regularly, in timetabled time
- A structured early CPD programme, delivered either by the school or by an Early Career Framework (ECF) provider, which is based around the ECF content, in timetabled time
- Two formal assessment points the end of terms 3 and 6, plus informal assessment points in other terms
- A 'no surprises' approach to assessments – the early career teacher's performance should be discussed regularly by the mentor and the teacher
- Delivery and marking of the planned work will be the responsibility of the staff providing cover.

Leadership and Management

- Teachers with leadership and management responsibilities for a phase group are provided with a reasonable allocation of time to discharge these responsibilities in addition to the 10% of guaranteed PPA time. This is currently 2 hours release time per week per responsibility however, this can be adjusted at the discretion of the Head Teacher.

Senior leadership Time

- Senior Leaders with leadership and management responsibilities are entitled to a reasonable allocation of time to discharge these responsibilities in addition to any10% of guaranteed PPA time.
- The senior leaders in school are encouraged by the Governors to allocate dedicated time for strategic development and reading where they are released from routine and operational matters.