



Royal Cross Primary School

Lancashire's school for deaf children

Policy Title:	Preparation, Planning and Administration (PPA) Policy
Date of Issue:	14/09/2020
Date of Review:	Autumn Term 2021
Author and Role:	Bev Hennefer, Headteacher with reference to School Bus.
Ratified by:	Governors Policy Committee
Responsible Signatory:	Clive Gregory
Date of signature:	
Details:	This Policy: 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.
Cross reference:	Assessment, Recording and Reporting Policy Teaching and Learning Policy

EQUALITY AND DIVERSITY STATEMENT

Royal Cross School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

PPA Policy

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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 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

- The Deputy 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
- PPA time will be given in a block of 3 hours – 12:15 – 3:15
- 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 Deputy Headteacher, normally 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.
- 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 HLTA. 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 HLTA providing PPA cover
- Planning time will be allocated to staff within the school day for the purpose of PPA.
- Marking of any work done during PPA cover is to be done by the HLTA providing PPA cover

Newly Qualified Teacher

- In addition to the 10% of time that newly qualified 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.

- Where possible NQT time will be written into the NQT's timetable. Where this is not possible it will be provided at regular intervals by arrangement with the Deputy Headteacher.
- The NQT remains responsible for planning, resourcing and assessing the lessons delivered during NQT time
- 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 are entitled to a reasonable allocation of time to discharge these responsibilities in addition to the 10% of guaranteed PPA time.
- Subject Leaders with leadership and management responsibilities will be allocated weekly time within the school day to focus on their subject areas.

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 the 10% of guaranteed PPA time.
- See the separate Lancashire model policy on dedicated leadership time.
- The School Business Manager (SBM) is considered part of the Leadership Team and the SBM is encouraged by the Headteacher and Governors to request non-contact time for strategic development and reading.

Appendix A

Full time Teachers Statement of PPA / Teaching Time 2019 – 2020 Day	Calculation	Total per day
Monday	<ul style="list-style-type: none"> • am 9:15 to 12:00 = 2 hours 45mins • pm 1:00 to 3.00 = 2 hours • less assembly –15 mins • less breaks –15 mins 	4 hours 15 mins
Tuesday	<ul style="list-style-type: none"> • am 9:15 to 12:00 = 2 hours 45mins • pm 1:00 to 3.00 = 2 hours • less assembly –15 mins • less breaks –15 mins 	4 hours 15 mins
Wednesday	<ul style="list-style-type: none"> • am 9:15 to 12:00 = 2 hours 45mins • pm 1:00 to 3.00 = 2 hours • less assembly –15 mins • less breaks –15 mins 	4 hours 15 mins
Thursday	<ul style="list-style-type: none"> • am 9:15 to 12:00 = 2 hours 45mins • pm 1:00 to 3.00 = 2 hours • less assembly –15 mins • less breaks –15 mins 	4 hours 15 mins
Friday	<ul style="list-style-type: none"> • am 9:15 to 12:00 = 2 hours 45mins • pm 1:00 to 3.00 = 2 hours • less assembly –15 mins • less breaks –15 mins 	4 hours 15 mins
Total per week	21 hours 15 mins	
10% PPA entitlement	2 hours 8 mins	
Actual PPA allowance	3 hours	