

Crosslee Community Primary School Directed Time Policy and Calendar

Changing Lives in Collaboration – Together We Make the Difference

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Amendments	Updated to reflect INSET days and change in staff meeting hours

Directed Time – teachers (definition)

The amount of time to be worked and the days upon which it will be worked by a teacher is the subject of directions made under the School Teachers Pay and Conditions Act and set out in the Document.

- A teacher employed full-time, other than in the circumstances described in the current School Teachers’ Pay and Conditions Document, shall be available for work for 195 days in any school year, of which 189 days (2023/24) shall be days on which you may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by your employer or, if the employer so directs, by the Headteacher.
- You will be available to perform such duties at such times and such places as may be specified by the Headteacher for **1265 hours in any school year**, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work.
- Time spent in travelling to and from the place of work shall not count against the 1265 hours referred to.
- You will not be required under your contract as a teacher to undertake midday supervision and shall be allowed a break of reasonable length either between school sessions or between the hours of 11 noon and 2.00 pm
- The current School Teachers’ Pay and Conditions Document (para 62.6) states that in addition to the directed 1265 hours you should work such additional hours as may be needed to enable you to discharge effectively your professional duties, including, in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils, the marking of pupils’ work, the writing of reports on pupils and the preparation of lessons, teaching material and teaching programmes. The amount of time required for this purpose beyond the 1265 hours referred to and the times outside the 1265 specified hours at which duties shall be performed, shall not be defined by the employer but shall depend upon the work

needed to discharge your duties.

- Education visits as approved and directed by the Headteacher involving a teacher in a working day longer than the normal school day, the additional time should be accepted as directed time within the contingency or additional weekday activity element of the time budget.
- It is not practical for the time taken by school journeys extending overnight or weekends to be accommodated within the 1265 hours of directed time available. Therefore, these activities should only take place where it is established that they are voluntary and on the initiative of the teachers concerned and not the subject of direction.
- It is for the LA to determine the school year and this is done following consultation with interested parties.
- It is for the Head to assign the 1265 hours, subject to guidance from the LA.

Teachers engaged for less than full time should be treated pro rata. The advice is to seek to ensure that part time staff are treated comparably with full timers in the division of their teaching and non-contact time.

Teachers who do not have a class are also to complete the directed hours for class based activities for example parents' evenings and report writing. The timings and focus of these hours are to be agreed by the Head teacher.

INSET days

The five non-teaching days constitute five full working days. The composition of these days can be flexible and twilight sessions held after the normal school day may be used as an acceptable alternative to the pre-scheduled five full days. All staff working in school are required to complete the INSET days. Staff engaged for less than full time should be treated pro-rata or are required to complete the number of hours they would work in a school day. The timings and focus for these areas is to be agreed by the Head teacher.

Calendar for academic year 2023 2024

Activity	Time directed	Total for Activity	Notes
SCHOOL DAY	Daily supervision/teaching requirement – 8.30 am – 3.30 pm (less 60 minutes lunch break) 6 hour per day x 190 days	1140 hours	This provides sufficient time for supervising children and communicating with parents before and after school. This also includes 10% PPA time.
5 INSET DAYS 04.09.23 05.09.23 19.10.23 20.10.23 02.01.24	6 hours per day x 5 days 1. New academic year and safeguarding 2. Behaviour 3. SEND 4. CLIC trust INSET 5. SEND	36 hours	These days shall be published in advance (at least one month notice) Disaggregated time for phase meetings and other events over the year
Parent evenings	Autumn Term – 4 hours Summer Term – 4 hours	8 hours	Dates for these meetings shall be published in advance
Professional Development	1 hour a week staff meeting 30 mins a fortnight peer collaboration/ coaching (no PDMs in Parent evening weeks)	44 hours	
Subject leader monitoring	2 hours half termly	12 hours	
Communications to parents (Class newsletters etc.)	2 hours termly	6 hours	Also covered by PPA.
Report Writing	1 x 6 hours	6 hours	Also covered by PPA
Appraisal	3 x year	3 hours	
Phase Meetings	6 x 1 hour 1 meeting a half term	6 hours	
Contingency	As directed by the Head teacher	4 hours	Including additional meetings

Total		1265 hours	
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