

## St Helena's Church of England Primary School

*It is our responsibility to learn and achieve our dreams as a family.  
Opening minds, widening horizons and developing a better world.*

**Valuing Community, Compassion, Endurance, Friendship, Hope, Respect,  
Thankfulness, Wisdom**

**Policy for Assessment, Planning and Preparation time for teachers.  
(Known as Planning, Preparation and Assessment time in other schools)**

### **Introduction**

The third phase of the National Agreement, effective from September 2005 requires schools to ensure that teachers receive 10% Assessment, Planning, Preparation and Assessment time (APP). The APP entitlement relates to the taught timetable of each individual teacher and can only be allocated within timetabled sessions. The intention of the Agreement is to support the continuation of the raising standards agenda through assessment, planning and preparation.

We believe all our school staff:

- should feel happy at work in a professional, caring and friendly environment,
- should feel confident in the delivery of their responsibilities,
- should be assured of a supportive team around them,
- must have a balanced, realistic workload.
- should feel that they are listened to and are able to voice their ideas/concerns/worries/opinions.

### **Principles**

- We are committed to ensuring teachers have 10% non-contact time every week in order to support their assessment, planning and preparation work.
- We value and will help to develop the skills and experiences of our staff by offering training and opportunities for them to contribute to the provision of APP.
- We will monitor the effects of the APP provision on the standards achieved by pupils.
- We will establish effective communication systems for all staff to contribute to our review and improvement of the APP scheme.
- We are committed to communicating the arrangements for APP to parents and the wider community.
- We will monitor and report on the financial implications of the provision

of APP.

- We will seek to deliver a high quality education during the weekly time the teacher is not with their class.

### **Operation of the scheme**

- All APP time will be on a set day unless pre-arranged by the Head.
- Staff may gain the Head's permission to go off site to complete assessment, planning and preparation.
- If the arranged cover is affected by unforeseen absence, the teacher will resume normal duties and alternative cover will be arranged on another day either by the Headteacher or a different member of staff or a supply agency teacher.
- APP will be given in blocks of time.
- The staffroom will be made available for staff to use.

This policy will be reviewed by the *Governors* annually.