

St Helena's Church of England Primary School

"To learn is to live"

Valuing Compassion, Community, Endurance, Friendship, Hope, Respect, Thanksgiving, Wisdom

Policy for Assessment, Planning and Preparation time for teachers.

Introduction

The third phase of the National Agreement, effective from September 2005 requires schools to ensure that teachers receive 10% Planning, Preparation and Assessment time (PPA). The PPA 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.

School Values

It states in our school brochure that:

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.

Principles

- We are committed to the intentions of the Agreement and will seek to deliver by ensuring that pupils benefit from wider curriculum experiences
- We value and will 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.

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.
- If the arranged cover is affected by unforeseen absence, the teacher will resume normal duties and alternative cover will be arranged on another day.
- APP will be given in blocks of time.
- The staffroom/Head's office will be made available for staff to use.

This policy was agreed by the Governors on June 6th 2005 and will be reviewed annually.