



Planning, Preparation & Assessment (PPA) Policy

Falconhurst School

Reported to FSP Governors: March 2019

Review due: March 2023

This policy will clearly define how the procedures and opportunities in school will enable all children to achieve our vision.

Together we encourage children to take ownership of and responsibility for their learning, so they have the confidence and curiosity for life-long learning.

Together we strive for success in academic, creative, sporting and personal accomplishment.

Together we care for each other through the kind and positive choices we make.

Together we are proud of the inspiring and supportive environment we create for children, families and staff.



Introduction

The third phase of the National Agreement, effective from September 2005, requires schools to ensure that teachers subject to the School Teachers' Pay and Conditions Document (STPCD) receive 10% PPA time.

The PPA entitlement relates to the taught timetable of each individual teacher and can only be allocated within the timetabled sessions. The intention of the Agreement is to support the continuation of the raising standards agenda, while at the same time relieving some of the pressures on teachers' workloads.

This policy should be read in conjunction with The Education Act 2002 and the current STPCD

Principles

1. We are committed to the intentions of the National Agreement and will seek to deliver it, ensuring that children and staff benefit.
2. We value and will develop the skills and experiences of our existing support staff by offering training and opportunities for them to contribute to the provision of PPA.
3. We will monitor the impact of PPA provision in terms of the standards achieved by the children, improved life/work balance and extended opportunities for career development.
4. Governors will demonstrate regard for the scheme.
5. We are committed to communicating the arrangements for PPA to parents and the wider community.
6. We will monitor the financial implications of the provision of PPA.

Operation of the scheme

1. We will not use staff other than qualified teachers or HLTAs to provide the PPA entitlement.
2. All PPA time will be allocated on a 10% of teaching time basis with PPA sessions being no shorter than 30 minutes.
3. It is at the Headteacher's discretion as to whether members of staff are required to remain on the school premises during PPA time.

4. If the arranged cover for PPA is affected by unforeseen absence, alternative arrangements will be made to protect the PPA entitlement. If this is impossible or would result in health and safety concerns, the time will be reallocated within 5 working days.
5. All members of staff entitled to PPA time will be provided with a timetable on an annual basis.
6. The Headteacher and Deputy Headteacher will be allocated Dedicated Leadership Time (DLT) on a 10% of 'full time teaching' basis. The Headteacher and Deputy Headteacher will not take offsite DLT at the same time.