



PLANNING, PREPARATION AND ASSESSMENT TIME (PPA) POLICY

Mission statement

- *“We are an inclusive Community school, proud to be valued citizens serving the borough of Rochdale.”*
- *“We provide a captivating learning experience and foster a culture of the highest expectations for all*
- *“We ensure every individual is challenged, motivated and inspired to be the absolute best they can be in all that they do.”*

Date signed by Chair of Governors:
October 2019

Date to be reviewed:

September 2020

Background

Under the School Teachers' Pay and Conditions Document (STPCD 2013), teachers are entitled to 10% of their timetabled teaching time as guaranteed planning, preparation and assessment (PPA) time, to enable them to discharge their professional responsibilities of teaching and assessment.

The PPA entitlement relates to the taught timetable of each individual teacher and can only be allocated in the school's timetabled sessions.

Principles

- We are committed to the intentions of the National Agreement
- We will monitor the effectiveness of PPA provision for our school
- All staff will have opportunities to contribute to ongoing review and improvement of the PPA scheme
- Governors will be involved in the strategic management of the PPA scheme
- PPA time will not encroach upon, including any obligation to cover for absent colleagues, other than in exceptional circumstances
- PPA time is distinct from time allocated to leadership and management activities
- The school will endeavour to provide a resourced working space within the school building in which PPA time will take place

Operation of the PPA scheme

- Staff will remain on premises during PPA time other than in exceptional cases approved by the headteacher
- All staff entitled to PPA time will be provided with a timetable on an annual basis that identifies the dedicated PPA time
- Oulder Hill operates a 2 week cycle consisting of 5 one hour lessons per day. PPA slots will be allocated in blocks of 1 hour and in line with this the table shown below.

Number of teaching periods per 2 week cycle	Number of PPA slots per 2 week cycle
1 – 10	1
11 – 20	2
21 – 30	3
31 – 40	4
41 - 50	5

Pilot of PPA+1 (2019-20)

PSHCE is on a rolling programme so may occasionally hit a form tutor's PPA time. The maximum, PPA time that any form tutor has is 5/50 periods per fortnight. Last academic year (2018-19) there were 30 PSHCE lessons spaced over the weeks with care to avoid duplication of days and period.

This means that the main scale teacher has an 'expected' number of PPA's lost to PSHCE as 3 over the course of a year. To compensate for this one additional PPA (indicated on timetables as PPA+1) per fortnight has been added to form tutor's allocation to compensate for the PPA session that may be 'lost' due to PSHCE and can be rescheduled to this slot.