



Directed Time Policy 2023-2024

Adopted by Netherhall School Governing Body

on: 20 August 2023

Signed: (Mr N Watt, Chair of Governors)

Date by which the procedure was last reviewed: August 2023

Anticipated review date: August 2024

Equality Act 2010

Our school is committed to equality both as an employer and a service provider. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations. In addition, we recognise our specific duties to publish information every year about our school population, explain how we have due regard for equality and publish equality objectives which show how we plan to tackle particular inequalities and reduce or remove them.

We recognise our duty to ensure no-one experiences harassment, less favourable treatment or discrimination because of their age, any disability they may have, their ethnicity, colour or national origin, their gender identity or reassignment, their marital or civil partnership status, being pregnant or having recently had a baby, their religion or belief, their sexual identity and orientation.

We also welcome our duty under the Education and Inspections Act 2006 to promote community cohesion and British values.

Introduction

The framework and wording of this document is taken directly from the agreed Cumbria County Council Standards School Teachers' Pay and Conditions Document (STPCD).

Directed time is defined as the amount of time per year a teacher can be directed to fulfil their duties by the headteacher, up to a maximum of 1,265 hours over 195 days of the year. A maximum of 190 days per year involve teaching students, the remainder being non-teaching days where teachers may be asked to undertake other duties related to their role; these are often known as in-service training days (INSET). These duties will include:

- Teaching time
- PPA time
- Registration
- Break time duties
- Cover
- Parents' evenings
- Open evenings
- After school meeting time
- Buffer time
- Morning meeting time
- INSET and CPD

Start and Finish Times for the School Day

All staff should be in school and registered on the school inventory system as present in school at least 15 minutes before the start of the school day. On Monday, this is 8.05am as the school day starts at 8.20am, for days Tuesday to Friday this is 8.15am as the school day starts at 8.30am. It is also the same for the end of the school day, if you teach years 7, 8 and 9 period 7 (the last lesson of the day) the school leaving time is, at the earliest, 3.15pm and if you teach years 10, 11, 12 and 13, the earliest leaving time is 3.20pm as these lessons finish at 3.05pm. As with registering your presence in school in the morning, you must sign out using the school inventory system.

Buffer Time

There are 10 minutes of buffer time each day included in colleagues' directed time.

Morning Meeting Time

There is a scheduled directed time morning meeting of 15 minutes: teaching and learning briefing on Monday morning, which begins at 8.15am and concludes at 8.30am. In addition to this, there is a voluntary Friday Forum gathering on Friday mornings before registration, whereby staff are welcome to give their nominations for Friday Forum and a complimentary breakfast is available to all colleagues.

Assemblies

Assemblies take place during morning registration time, from 8.30am-8.55am, and are therefore already included in colleagues' directed time.

Breakfast Provision

All staff are invited to a free-of-charge breakfast between the times of 7.45am-8.20am, Monday to Friday. There are separate labelled staff tables available for all staff to sit and enjoy their breakfast with colleagues, rather than transporting foodstuffs out of the canteen.

Lunchtime Supervision

Lunchtime supervision is voluntary, and therefore does not count as part of one's directed time.

Saturday, Sunday or Public Holidays

There is no expectation to work on any Saturday, Sunday or public holidays.

Planning, Preparation and Assessment (PPA) Time

All staff are entitled to a minimum of 10% of timetabled teaching time for PPA as part of their hours of directed time, and it is clearly identified on staff timetables in blocks that are not less than half an hour. Under the STPCD, teachers cannot be asked to carry out duties other than those involved in planning, preparation and assessment during PPA time. It is worth stating that all teaching staff have been assigned 4 x 50 minutes of PPA time per week – in excess of the statutory 10% PPA time for all teaching staff per week. The additional PPA time is to support teachers with their planning, preparation and assessment.

Teaching and Learning Responsibility Time

Teaching and learning responsibility time is commensurate with the responsibilities attached to a teacher's post, which is in addition to any PPA time allocated.

PPA and TLR Non-contact Allocations	
PPA	4
Head of large dept	4+5 = 9
Second in dept	4+2 = 6
Head of medium dept	4+2 = 6
Head of small dept	4+1 = 5
Key Stage and other responsibilities	4+1/2 = 5/6
HoY	4 = 4
Assistant HoY	4 = 4

TLR Allocation

The TLR management allocation is commensurate with the classification of the department, based upon the percentage of curriculum time allocated over Key Stages 3, 4 and 5, as either a large, medium or small department:

- Small departments are between 0%-5% - music, drama, voc and IT.
- Medium departments are between 5.1%-9% - RE, geography, history and PE.
- Large departments are between 9.1%+ - English, maths, science, MFL and ADT.

Head of Year / Assistant Head of Year allocated time

The periods of allocated HoY / Assistant HoY time will be used to help staff colleague support, canteen duties, seclusion and any other duties the headteacher directs.

Part-time Teachers and Directed Time

Under the STPCD, the formula used to calculate a part-time teacher's directed time is very specific, it takes into account the school session hours that are timetabled for teaching, including PPA time and other non-contact time, excluding break times, registration and assemblies.

Other Additional Hours

Additional hours cannot be specified by the school, and therefore they do not count towards one's hours of directed time. All work undertaken during non-directed time is determined by the individual teacher and it is up to the individual teacher to exercise their professional judgement as to how they manage this.

Work / Life Balance

It is essential that staff maintain a healthy work / life balance and are able to pursue interests outside of work. All additional directed time beyond teaching and registration time is clearly set out in the school calendar.

Working Time Regulations

Netherhall School adheres to the Working Time Regulations (1998) which sets a maximum working week of 48 hours, taking into account teachers' directed time and additional hours of non-directed time.

Additional Payments and Directed Time

A teacher in receipt of additional payments for out-of-school hours learning and continuing professional development (CPD) may be expected to undertake these activities outside their hours of directed time.

Teachers on the Leadership Pay Range

The STPCD provisions regarding directed time do not apply to headteachers, deputy headteachers, assistant headteachers or teachers on the pay range for leading practitioners. However, headteachers are entitled to dedicated headship time, which is a reasonable amount of time in order to discharge their responsibilities effectively. The requirements for school leaders to have an adequate work / life balance continue to apply.

Calendared School Time

The school has clearly set out the teaching timetable and directed time calendar, which clearly identifies staff meetings, parental consultations and other activities for each academic year. The academic school calendar is available to all colleagues for consultation as a draft before final publication.

Key Elements

Listed below are the key elements which should be included in the calculations of a directed time budget:

Meetings

The days of the week on which meetings will be held at the end-of-school / before school sessions should be identified and calculated on a calendar of meetings so that teachers can plan their personal activities; this is especially critical for teachers with carer responsibilities. Once published, every effort is made to not change the calendar, unless there are exceptional circumstances. In this instance, staff are consulted. There is no more than one meeting per week, lasting up to an hour, except for teachers on the leadership pay range; there should also be an agreed limit on the number of meetings attended for part time staff. Members of staff who teach in multiple departments should organize their attendance at the different department meetings with the respective heads of department on a pro rata basis, which is in-line with their corresponding teaching time allocation. The end of school meetings are specified in the draft academic calendar and comprise of:

- Chosen areas for research and discussion.
- Middle leaders' meetings.
- Department meetings.
- PM led focus group meetings.
- Time to read and update pupil profiles.
- Data collection.

Parental Consultation

Teachers should only attend one parental consultation per year for each year group which counts towards directed time. The time and dates of the meetings should be identified in the calendar of meetings. In a week where there is a parental consultation meeting scheduled, no other meeting outside school sessions should be calendared to take place.

Open Evenings

There is no requirement under the STPCD for teachers to attend open evenings, but if you do, it should count against your 1,265 hours for directed time.

Trapped Time

If there is any gap between the end of the school day and the start of a meeting where there has not been sufficient time for a teacher to go home and return, then this is referred to as 'trapped time'; this time should be counted as directed time, for example the one hour between the end of school at 3.00pm and the start of a parents' evening at 4.00pm is included in the directed teaching time allocation, as is the one hour of trapped time between 3.00pm and 4.00pm for the open evenings for year 6 and year 11 students.

Break Time

There is a morning break of 15 minutes between 9.45am-10.00am, which counts as directed time; therefore, colleagues are expected to complete breaktime duties, as requested.

INSET Days

There are three INSET days of 6 hours each (18 hours in total) which have been centrally set by Cumbria LA – these are detailed on the academic school calendar.

Disaggregated INSET Time

In addition to the three centrally set INSET days, there are a further two INSET days of 6 hours each (12 hours in total) which have been disaggregated to teaching colleagues to support the writing of high-quality academic reports.

CPD Time

There are 20 hours of disaggregated CPD time, in addition to the 3 days of LA centrally set INSET days. All of the 20 hours of CPD time are to be recorded on the teacher's BlueSky CPD record, and the recording of colleagues CPD activities are incorporated into the 20 hours of CPD time.

Calculation for Netherhall School 2022-2023

- School will be open from 7.15am for staff to access the school buildings.
- School will be open from 7.45am for students to access the school cafeteria.
- All staff are expected to enter and leave the school via the school reception and to sign in and out electronically on the school inventory system.

Monday morning meeting time: 8.15am – 8.30am

Registration & Assembly: 8.30am – 8.55am

Period 1: 8.55am – 9.45am

Morning Break: 9.45am-10.00am

Period 2: 10.00am – 10.50am

Period 3: lunch year 7 and 9: 10.50am – 11.40am

Period 4: lunch year 8 and year 10: 11.40am – 12.30pm

Period 5: lunch year 11 and sixth form: 12.30pm – 1.20pm

Period 6: 1.20pm – 2.10pm

Period 7: Staggered finishing times:

Years 7, 8 & 9 – 3.00pm

Years 10, 11, 12 & 13 – 3.05pm

Directed Time	2022-2023	1,265 hours
Teaching time	190 x 5 hours (6 x 50 minutes lessons)	950 hours
Buffer time	190 x 10 mins	32 hours
Morning breaktime	190 x 15 mins	48 hours
Monday morning meeting	39 x 15 mins	10 hours
Registration and assembly	190 x 25 mins	80 hours
Staggered finish to the school day	190 x 5 minutes	16 hours
One hour of school meetings each week (No meetings planned for when there are parents' evenings and open evenings = 12)	27 x 1 hour	27 hours
Parents' evenings 4.00pm-7.00pm + 1 hour of trapped time	KS 3 = 6 x 3 = 18 hours KS 4 = 2 X 4 = 8 hours KS 5 = 2 X 4 = 8 hours	34 hours
Open evenings	2 x 5 hours	10 hours

4.00pm-8.00pm + 1 hour of trapped time		
Disaggregated CPD time	20 hours	20 hours
Subtotal		1,227 hours
INSET		
INSET	5 X 6 hours	30 hours
INSET days	3 INSET days centrally set by the LA	18 hours
Disaggregated time to support school improvement	2 days of specified INSET time	12 hours
Subtotal		1257 hours
Total		
		1,257 hours
Directed Time Teacher Budget		1,265-1,257 hours = 8 hours

Teachers at Netherhall School work extremely hard and are trusted to use the directed time teaching budget surplus constructively.