

Viking Academy Trust



Directed Time Policy

The VIKING ACADEMY TRUST 'Directed Time Policy' has been written following advice set out in **School Teachers' Pay and Conditions Document**.

Approved by the Trust: Term 6 2018

Reviewed Annually: Term 1

Last review date: Term 1 2020

Signed:



Chair of Trust



Directed Time Policy

The Viking Academy Trust

Empowering Children Through Education: One Childhood One Chance

Schools in the Viking Academy Trust (VAT)

Chilton Primary School
Ramsgate Arts Primary School
Upton Junior School

This **Directed Time Policy** is relevant to all schools in the Viking Academy Trust. Appendices specific Directed Time Calendar specific to each school.

Directed Time – Teachers (definition)

The amount of time to be worked and the days upon which it will be worked by a teacher is the subject of directions made under the School Teachers Pay and Conditions Act and set out in the Document.

A teacher employed full-time, other than in the circumstances described in the current School

Teachers' Pay and Conditions Document, shall be available for work for 195 days in any school year, of which 190 days shall be days on which you may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by your employer or, if the employer so directs, by the Executive Headteacher.

- You will be available to perform such duties at such times and such places as may be specified by the Executive Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work.
- Time spent in travelling to and from the place of work shall not count against the 1265 hours referred to.

- You will not be required under your contract as a teacher to undertake midday supervision and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00 pm
- The current **School Teachers' Pay and Conditions Document (para 62.6)** states that *in addition to the directed 1265 hours you should work such additional hours as may be needed to enable you to discharge effectively your professional duties, including, in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils, the marking of pupils' work, the writing of reports on pupils and the preparation of lessons, teaching material and teaching programmes. The amount of time required for this purpose beyond the 1265 hours referred to and the times outside the 1265 specified hours at which duties shall be performed, shall not be defined by the employer but shall depend upon the work needed to discharge your duties.*
- Education visits as approved and directed by the Executive Headteacher involving a teacher in a working day longer than the normal school day, the additional time should be accepted as directed time within the contingency or additional weekday activity element of the time budget.
- It is not practical for the time taken by school journeys extending overnight or weekends to be accommodated within the 1265 hours of directed time available. Therefore, these activities should only take place where it is established that they are voluntary and on the initiative of the teachers concerned and not the subject of direction.
- It is for the Viking Academy Trust to determine the school year and this is done following consultation with interested parties.
- It is for the Head of School to assign the 1265 hours, subject to guidance from the Executive Headteacher. Advice on this subject is set out below

Teachers engaged for less than full time should be treated pro rata. The advice is to seek to ensure that part time staff are treated comparably with full timers in the division of their teaching and non-contact time.

Appendix 1: Chilton Directed Time Calendar

Full Time Contract:

Viking Academy Trust: Chilton Primary School			Academic Year: 2020-21
Activity	Time directed	Total for Activity	Notes
SCHOOL DAY	Daily supervision/teaching requirement - 8.40 am - 3.40 pm (less 60 minutes lunch break) 6 hour per day x 190 days	1140 hours	This provides sufficient time for supervising children and communicating with parents before and after school. This also includes 10% PPA time.
5 INSET DAYS	6 hours per day x 5 days	30 hours	These days shall be published in advance (at least one month notice)
Parent evenings	Autumn - 5 hours Spring or Summer - 5 hours	10 hours	Dates for these meetings shall be published in advance on annual calendar (provisional dates) & confirmed on termly overview (at least one month notice)

Staff Professional Development Meetings	1 hour 30 mins a week x 33 (no PDMs in Parent evening or open evening weeks)	49.5 hours	
Additional weekday activities (phase meetings, open evenings)	As directed by headteacher with good notice.	10 hours	One month notice given.
Communications to parents (blogs)	1 hour Termly	6 hours	Also covered by PPA.
Report Writing	1 x year	15 hours	Also covered by PPA
Contingency	As directed by Headteacher which could include such activities as additional meetings (eg New parents evening, Annual Reviews, prep for whole school events etc.	4.5 hours	
Total		1265 hours	

0.6 Contract:

Viking Academy Trust: Chilton Primary School			Academic Year: 2020-21
Activity	Time directed	Total for Activity	Notes

SCHOOL DAY	Daily supervision/teaching requirement - 8.40 am - 3.40 pm (less 60 minutes lunch break) 6 hour per day x 114 days	684 hours	This provides sufficient time for supervising children and communicating with parents before and after school. This also includes 10% PPA time.
1 INSET DAY	6 hours for expected attendance at one inset day	6 hours	These days shall be published in advance (at least one month notice)
Parent evenings	Autumn - 5 hours Spring or Summer - 5 hours	10 hours	Dates for these meetings shall be published in advance on annual calendar (provisional dates) & confirmed on termly overview (at least one month notice)
Staff Professional Development Meetings	1 hour 30 mins a week x 33 (no PDMs in Parent evening or open evening weeks)	Only if falling on working days: 49.5	
Additional weekday activities (phase meetings, open evenings)	As directed by headteacher with good notice.	6 hours	One month notice given.

Communications to parents (blogs)	$\frac{1}{2}$ hour Termly	3 hours	Also covered by PPA.
Report Writing	1 x year	7.5 hours	Also covered by PPA
Contingency	As directed by Headteacher which could include such activities as additional meetings (eg New parents evening, Annual Reviews, prep for whole school events etc.	3 hours	
Total		719.5 769 with PDMs	

Appendix 2: RAPS Directed Time Calendar

Viking Academy Trust: Ramsgate Arts Primary School			Academic Year: 2020-21
Activity	Time directed	Total for Activity	Notes
SCHOOL DAY	Daily supervision/teaching requirement - 8.40 am - 3.40 pm (less 60 minutes lunch break) 6 hour per day x 190 days	1140 hours	This provides sufficient time for supervising children and communicating with parents before and after school. This also includes 10%

			PPA time.
5 INSET DAYS	6 hours per day x 5 days	30 hours	These days shall be published in advance (at least one month notice)
Parent evenings	Term 1 - 4 hours Term 3 - 4 hours Term 6 - 2 hours	10 hours	Dates for these meetings shall be published in advance on annual calendar (provisional dates) & confirmed on termly overview (at least one month notice)
Staff Professional Development Meetings	1 hour 30 mins a week x 33 (no PDMs in Parent evening or SEND review Weeks)	49.5 hours	
Additional weekday activities (eg Sausage and Song, Olympic Flame etc.)	As directed by headteacher with good notice.	10 hours	One month notice given.
Communications to parents (Class newsletters etc.)	1 hour Termly	3 hours	Also covered by PPA.

Report Writing	3x year x 2.5 hours	7.5 hours	Also covered by PPA
Contingency	As directed by Headteacher which could include such activities as additional meetings (eg New parents evening, Annual Reviews, prep for whole school events etc.	15 hours	
Total		1265 hours	

Appendix 3: Upton Directed Time Calendar

Full time contract

Activity	Time directed	Total for Activity	Notes
School day	Daily supervision/ teaching requirement- 8:40- 3:40pm (Less 60 minutes lunch break). 6.5 hours per day x 190 days	1140 hours	This provides sufficient time for supervising children and communicating with parents after school. This also includes 10% PPA time.
Inset day	6 hours per day x 5 days	30 hours	These dates shall be published in advance (before the beginning of the academic year).
Parent evenings	Term 1- 11 hours Term 4- 11 hours	22 hours	These dates shall be published in advance on annual calendar (provisional dates) and conformed on termly overview.

Professional Development Meetings	1 hour a week x 33 (no PDMs in parent Consultation week).	33 hours	Will happen on a Wednesday evening, unless advance notice given to change the day.
Report writing	3 x B4L reports, 1 full school report per child 10 hours	10 hours	Also covered by PPA and additional release time.
Contingency	As directed by Headteacher	30 hours	This could include additional meetings (eg New parent meetings, annual reviews, appraisal meetings, prep for whole school events etc).
Total		1265 hours	

0.6 contract

Activity	Time directed	Total for Activity	Notes
School day	Please see breakdown on next page	690 hours	This provides sufficient time for supervising children and communicating with parents after school. This also includes 10% PPA time.
Inset day	6 hours per day x 3 days	18 hours	These dates shall be published in advance (before the beginning of the academic year).
Parent evenings	Term 1- 6.5 hours Term 4- 6.5 hours	13 hours	These dates shall be published in advance on annual calendar (provisional dates) and conformed on termly overview.

Professional Development Meetings	1 hour a week x 19 (no PDMs in parent Consultation week).	19 hours	Will happen on a Wednesday evening, unless advance notice given to change the day.
Report writing	3 x B4L reports, 1 full school report per child 10 hours	6 hours	Also covered by PPA and additional release time.
Contingency	As directed by Headteacher	13 hours	This could include additional meetings (eg New parent meetings, annual reviews, appraisal meetings, prep for whole school events etc).
Total		759 hours	

Timings for 0.6 contract

1	8:45- 9:00	Directed time	15 minutes
2	9:00-9:20	Monday-Liaison with TA Tues-Fri- Intervention groups/	20 minutes
3	9:20- 12:15	Teaching time (minus 10 minute break)	2 hours 45 minutes
4	1:15- 2:45	PPA	1 hour 30 minutes

Monday	1, 2 and 3	3 hours 20 minutes
Tuesday	1, 2 and 3	3 hours 20 minutes
Wednesday	1, 2, 3 and 4	4 hours 50 minutes
Thursday	1, 2 and 3	3 hours 20 minutes
Friday	1, 2 and 3	3 hours 20 minutes

Total		18 hours 10 minutes

Appendix 4: Directed Time & Part time Teachers as detailed in STPCD:

School Teacher Pay and Conditions Document (STPCD) relevant paragraph is as follows: (also included paragraphs **51.6** and **51.11**, as these are referred to in **51.10**)

51.10 Subject to paragraphs **51.6** and **51.11**, a part-time teacher may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available for work (whether the teacher is normally required to be available for work for the whole of that day or for only part of that day).

51.6 Paragraph **51.5** applies to a teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid pursuant to paragraphs 40 and 41.

51.11 The total amount of time that the teacher may be required to be available to carry out duties, other than teaching pupils, outside school sessions under paragraph **51.10**, when expressed as a proportion of the total amount of time that the teacher would be required to be available for such work if employed in the same post on a full-time basis, must not exceed the equivalent of that proportion of total remuneration that the teacher is entitled to be paid under paragraphs 40 and 41.