



TEACHERS CONDITIONS OF SERVICE – HOURS POLICY

195 DAYS/1265 HOURS (DIRECTED TIME) PER YEAR DIVIDED AS FOLLOWS:-

1. Teaching time-daily	6 hours x 190 days	1140 hours
2. In Service Days	6 hours x 5 days	30 hours
3. Staff Meetings	1 hour x 36 days	36 hours
4. Planning Meetings	30 minutes x 40 weeks	20 hours
5. Parents Consultations	10 hours over 4 days	10 hours
6. After School Events	2.5 hours x 2 days	5 hours
7. PTA Events		2 hours
8. Cluster/Liaison/SAT Meetings	2 hours x 5 days	10 hours
9. Discretionary Hours (to be allocated by Head)		12 hours

IN ADDITION TO ABOVE:

- Marking of pupils work
- Writing of reports
- Preparation of lessons, material and programmes (School Teachers' Pay and conditions 2008) covered by PPA release time – 114 hours (included in teaching time above 10% of teaching time).

EXCLUDED FROM 1265 HOURS

- Travelling time
- Lunch break – consists of 5 x 50 minutes per week.

Guidelines for normal school times for teachers on premises: morning 8.30 am to 12.05; afternoon 12.55 to 4pm. (Available to parents and other staff during these times – please just check with your phase leader if you leave earlier).

This Policy is to be reviewed in January 2020

Signed:

Head Teacher

Date:

Chair of Governors

Date: