

## Netherfield Infant School

### Policy re 10% Planning, Preparation and Assessment Time

#### Principles

We will provide all teachers with 10% of their timetabled teaching allocation for the purposes of Planning, Preparation and Assessment. We are committed to the intentions of the National Agreement (Sept'05) that this entitlement will support the raising of standards together with the reduction of work load for teachers. This means that the work undertaken during PPA time, and the provision for the children to enable this, both need to be of a high standard.

- \*Teachers will continue to direct all areas of teaching and learning and will supervise others carrying out specified work
- \*All staff entitled to 10% PPA time will be given written information giving them the specific time allocation and when it will be provided
- \*The PPA entitlement can only be allocated within the specified timetabled sessions ie a member of staff attending a course during their PPA time will not have this reallocated
- \*PPA time is the teachers' time and cannot be directed by the head teacher
- \*Staff will remain on site for some of their PPA time but may leave the school premises at other times
- \*If staff leave the school site during their PPA time they must ensure that the head teacher or administrator are informed
- \*If the designated cover for PPA is affected by unforeseen absence then PPA will be subjected to the usual cover arrangements
- \*As agreed, for the benefit of the children, there will be no PPA time for the first week and the last week of each term
- \*We will regularly review and evaluate our implementation of the PPA scheme with all staff to ensure it is as effective as possible
- \*Governors will be involved in the planning, provision and monitoring of the scheme

#### Agreed activities that support the principles of PPA time

Assessment of an individual, groups or a whole class - either by process or product

Recording assessments

Planning from assessments

Longer term planning - remembering that this will need to be flexible to take account of formative assessment

Identification and preparation of resources - including ICT resources for computers and IW etc

Arrangements for curriculum enhancement - eg visits in or out of school

Considering appropriate tasks for children with additional needs

Researching information/resources for future lessons on the web

Talking with colleagues, reading about strategies for improving learning and teaching

Any other activity that will support the improvement of standards in school