



"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TYDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

GREENFIELD SCHOOL

PPA POLICY (PLANNING, PREPARATION AND ASSESSMENT)

Wayne Murphy, Head Teacher.
Rachel Faulkner, Deputy Head - Standards
Carol Conway, Deputy Head - Wellbeing
Gwyn Daniels - Assistant Head



' Opening Doors To The Future ' ' Agor drysau i'r dyfodol '

Original Completion Date

January 2015

Author

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MONITORING THE POLICY

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: Date:

Head teacher

Signed: Date:

Chair of Governors

Review Date

4/1/16

Author

W A Murphy

Our Vision

'To open doors to the future'

Our Mission Statement

That children, staff, parents, carers and all stakeholders work actively in partnership to enable all pupils to realise and reach their full potential.

Aims

- For pupils to operate as independent learners and thinkers
- To inspire a love for learning
- To provide a relevant curriculum for all
- For pupils to value themselves
- To foster a sense of belonging to a community

Our Values

- We create
- We respect each other
- We try our best
- We are a team
- We learn from mistakes
- We celebrate each other's success
- We are polite and considerate
- We produce magic moments

We want every child to be safe and happy in our school. We believe that the key to this is for us all to have self-respect, respect for others and respect for property.

Everyone has the right to:

- Feel safe, cared for and respected.
- Be able to learn to the best of his/her ability and to develop whatever skills he/she possesses.
- Be treated equally irrespective of gender, race, physical characteristics or any other factors.
- Learn and play without disruption.

Everyone is expected to:

- Be responsible for their own behaviour
- Respect the rights of others
- Share our values

Context

The National Agreement introduces guaranteed professional time for planning, preparation and assessment within timetabled teaching time for all teachers. Each teacher has an entitlement of 10% of their actual timetabled teaching time for planning, preparation and assessment (PPA) within the 1265 contracted hours.

PPA time is set within the context of the School Teachers Pay & Conditions document 2004 which requires a teacher to 'be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available to work.'

(Appendix 1, paragraph 67.3)

We recognise that teachers will continue to do planning preparation and assessment during their directed time of 1275 hours outside of their allocated PPA time, however the provision of some guaranteed PPA during the timetabled school day will contribute to improving the workload of teachers.

Organisation

In order to meet the spirit of the agreement as well as comply with the statutory obligations PPA time in our school will be organised as follows

- Our timetabled teaching time is from 9am to 3.10pm and each teacher's PPA time will be allocated within these times
- PPA time will be allocated in useful slots of time, a minimum block of thirty minutes PPA time will be allocated on a *weekly or fortnightly* basis
- Teachers will have a clear expectation of when they will receive their PPA time, this is timetabled on teacher timetables and shared on the server. They will be informed in advance and where problems occur PPA will be re-arranged.
- PPA sessions will normally be undertaken on the school premises *or* at a location agreed with the head teacher.
- In the event of PPA time being missed due to a planned activity, such as a residential visit PPA time will be rescheduled wherever possible.
- Teachers on PPA time will not be encroached upon, teachers will not be called upon to leave what they are doing except in the event of an emergency situation.

Activities

The focus of the PPA time is the teaching and learning of the pupils taught by each teacher, its purpose is to enable teachers to raise standards through a combination of individual and collaborative professional activity. Although PPA time falls within the 1265 hours directed time for the 10% PPA time it is for teachers to determine the particular PPA priority for each block of time within the parameters of planning, preparation and assessment. Teachers may choose to use some of the time to support collaborative planning, preparation and assessment activities. Such collaborative activities will include working with other members of staff as well as other professionals such as educational psychologists.

The activities that come within the remit of PPA include the following:-

