

Yeadon Westfield Infant School  
Planning, preparation and assessment time (PPA) Policy  
2020  
Review 2023

*This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.*

### **Introduction**

As part of the national workforce remodelling reforms, Yeadon Westfield Infants School has implemented planning, preparation and assessment time. The school has a statutory duty to give every classroom teacher 10% of timetabled teaching release time to undertake high quality planning, preparation and assessment (PPA) activities.

The purpose of guaranteed PPA time is to rationalise some of the existing workload pressures on teachers and to help raise standards by providing some time for planning, preparation and assessment within the timetabled teaching day on a regular timetabled basis.

All teachers at Yeadon Westfield Infant School (including the Head teacher) with timetabled teaching commitments, whether employed on permanent, fixed term, temporary or part time contracts, will have a contractual entitlement to the guaranteed planning, preparation and assessment time within the timetabled teaching day. Where the Head teacher does not have timetabled teaching commitments, there will be consideration of dedicated leadership time.

PPA time provides a minimum of 10% PPA time that is timetabled and guaranteed and not to be forgone for other duties or cover. The key aim for our school implementing PPA is to further enhance standards of teaching and learning and improve the work/life balance of our teachers.

Our strategy for providing PPA time has been worked out by our Leadership Team in consultation with the recognised teacher's organisations, whole staff and approved by the Governing Body. While teachers have their PPA time, it has been agreed that only teaching and learning activities that maintain or enrich the school curriculum should be timetabled for pupils of this school.

PPA time, should enable a real and corresponding reduction in teacher's workload at our school.

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The following **generic principles** have been agreed by all teachers.

- Full consultations have taken place for all teachers and governors,
  - A strategy for PPA time has been chosen that is budgeted for and sustainable in the short term and will be reviewed annually.
  - Training issues have been taken into account in deciding on the appropriate strategy for this school.
  - All administrative/clerical tasks have been removed from teachers and if still required, delegated to support staff.
  - Guaranteed PPA time is to be provided in blocks of one full session
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- If PPA time falls on an INSET Day or a course, attended by a teacher, then it is agreed that where it is possible the session will be moved to another time slot within financial restrictions.

**Principles in practice:**

- All teachers receive a minimum of 10% PPA time each week.
  - If the arranged cover for PPA is affected by unforeseen absence, e.g. HLTA ill or injured, alternative arrangements will be made to protect the PPA entitlement.
  - Subject Leaders will have management/leadership time to monitor and evaluate their subjects including lesson observations. This will be negotiated on an annual basis according to need.
  - Teachers will determine the tasks to be undertaken within PPA time.
  - Teachers at this school may choose to use their PPA time to be engaged in collaborative activities but cannot be directed to do so.
  - Staff working at home have been authorised to do this by the Head teacher.
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- We will be using the following staff to release teachers for PPA time - Higher Level Teaching Assistants.
  - All PPA must be allocated within the timetabled teaching day for all teachers and the head teacher as necessary.
  - PPA time will be allocated on a weekly basis.

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- All staff entitled to PPA time will be provided with a timetable on a termly/annual basis.
- When using support staff to cover PPA time the normal adult/ child ratio will be enhanced.
- HLTAs will not be expected to cover classes for more than three days teacher absence.
- HLTA's will be allocated PPA time at the discretion of the Head teacher as a proportion of their working hours and in proportion to the amount of cover and planning/assessment expected.

**Newly Qualified Teachers:**

- An NQT is entitled to 20% PPA time.
- This time will be allocated on a weekly or fortnightly basis.

**Monitoring and evaluation of the strategy**

The Head teacher will monitor and evaluate the impact of the agreement on teacher and support staff work/life balance.

The *Governors* will monitor and evaluate the impact of the agreement on the work/life balance of the Head teacher.