



**Tudhoe Learning Trust**

# **PPA & Leadership/Management Time Policy**

<b>Approved by:</b>	Trust Chief Executive Officer	<b>Date:</b> July 2025
<b>Last reviewed on:</b>	July 2025	
<b>Next review due by:</b>	July 2027	

## Introduction

This policy aims to clarify the purpose, procedures and arrangement of Planning, Preparation and Assessment (PPA) / Management time, which is time set aside for teachers during their timetabled teaching / leadership day to allow them to carry out planning, preparations and assessment activities. Its purpose is to relieve some of the existing workload pressures on teachers. Its purpose must also be to provide time during the school day to plan, prepare and assess and reduce time spent otherwise at weekends and evenings. It should reduce overall working hours and prevent working weeks of excessive length.

## Objectives

The governing body recognises the importance of developing a whole school PPA policy, to ensure that all members of teaching staff with a timetabled teaching commitment receive a minimum of 10% guaranteed planning, preparation and assessment time in accordance with their statutory entitlement. 10% of direct teaching time (usually 2.5 hours per week or 30 minutes for every full day worked). The key objective is to further improve standards of teaching and learning in the school and the work/life balance of teachers. This PPA time will be in addition to any time allocated for Leadership and Management responsibilities, for those teachers with additional duties beyond their timetabled teaching commitment.

In adopting this PPA policy, the governors aim to:

- Ensure that all teachers receive at least their statutory PPA entitlement each week
- Maintain and improve the quality of education, by ensuring that the application of the policy reflects the school development plan and school evaluation form.
- Ensure that the provision of PPA time does not displace teachers' other duties to evenings and weekends, as PPA time should enable a real and corresponding reduction in teachers' workloads.
- Have a staffing structure that reflects the objectives of the school development plan and recognises the importance of PPA entitlement
- Recruit, retain, develop and motivate staff
- Demonstrate that they are managing the policy in a fair, responsible way;
- Make the policy available for the information of all staff.

## PPA Policy

### Principles for the provision of PPA time

The governing body will ensure that the following principles are applied:

- PPA time will be given during timetabled teaching time either a morning or afternoon sessions timetabled by the Head Teacher and Deputy Head Teacher.
- PPA time will not be used for Performance Management meetings
- As far as possible, PPA time should not be used for regular activities, including training or other individual CPD requirements.
- PPA time will not be given before or after the school day.
- INSET days will not be used for PPA.
- PPA time will be given in a morning or afternoon session and no less than blocks of 30 minutes.
- It is for the teachers to determine how they use each allocation of PPA time, within the parameters of planning, preparation and assessment, although this does not preclude them from choosing to use some of the time to support collaborative activities
- The Headteacher will retain responsibility for PPA time in respect of outcomes and impact on standards and may ask colleagues to share this information.
- PPA time will be written into each teacher's timetable organised at the beginning of each academic year by the Senior Leadership Team.

- If the arranged cover for PPA is affected by unforeseen absence, alternative arrangements will be made to protect the PPA entitlement. If this is impossible, or would result in Health and Safety concerns, the time will be reallocated within 5 working days or with mutual agreement with the teacher.
- The Headteacher agrees for teachers to decide to take PPA on or off-site, including the appropriateness of teachers working at home.

### **Teachers**

- All teachers, including leaders if appropriate, with a timetabled teaching commitment, whether employed on permanent, fixed-term, temporary or part-time contracts, will be given their contractual entitlement to PPA time
- Teachers may decide where to take their PPA time (within the school) Teachers wishing to take PPA time off the school premises can do so. (If teachers wish to take their PPA off-site, they are reminded that they will not be able to undertake PPA work related tasks during the rest of their teaching timetable).
- Teachers are responsible for ensuring that they make the most effective use of their PPA time in relation to outcomes and their individual contribution to improving standards.

### **Newly Qualified Teachers**

- In addition to the 10% of time that newly qualified teachers are entitled to under the School Teachers' Pay & Conditions document provisions for induction, they will also be entitled to 10% PPA time based on their remaining 90% timetable.

### **Leadership and Management**

Leaders are entitled, as far as is reasonably practicable, to an allocation of time to discharge these responsibilities in addition to the 10% of guaranteed PPA time. The Governing body recognises the importance of Leadership and Management time across all leaders within the school community in relation to work life balance and wellbeing.

It has been agreed the following entitlement for Leadership and Management allocated time as:-

- Middle Leadership = 1 half day per each half term or 1 day per term.
- Senior Leadership = 1 day each month

### **Equality Impact Statement**

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of race equality, equality for disabled persons, gender equality and community cohesion using an appropriate Equality Impact Assessment. The policy may be amended as a result of this assessment.