

ST. DAVID'S HIGH SCHOOL

Planning, Preparation and Assessment Time Guidance

**Reviewed by Governors
October 2025**



Planning, Preparation and Assessment Time Guidance

Context

The National Agreement introduces guaranteed professional time for planning, preparation and assessment **within timetabled teaching** time for all teachers with timetabled teaching commitments. Each teacher has an entitlement of 10% of their actual timetabled teaching time for planning, preparation and assessment within the 1265 contracted hours. PPA is part of directed time and must be used for planning, preparation and assessment for the benefit of pupils in your direct care. PPA time is a statutory requirement and must be implemented in full from 1st September, 2005. The Governing Body will have been involved at a strategic level in the implementation of PPA time within the context of the National Agreement.

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 headteacher 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 1265 hours outside of their allocated PPA time; however, the provision of some guaranteed PPA during the timetabled school day will contribute to improving standards and the work-life balance of teachers.

Organisation

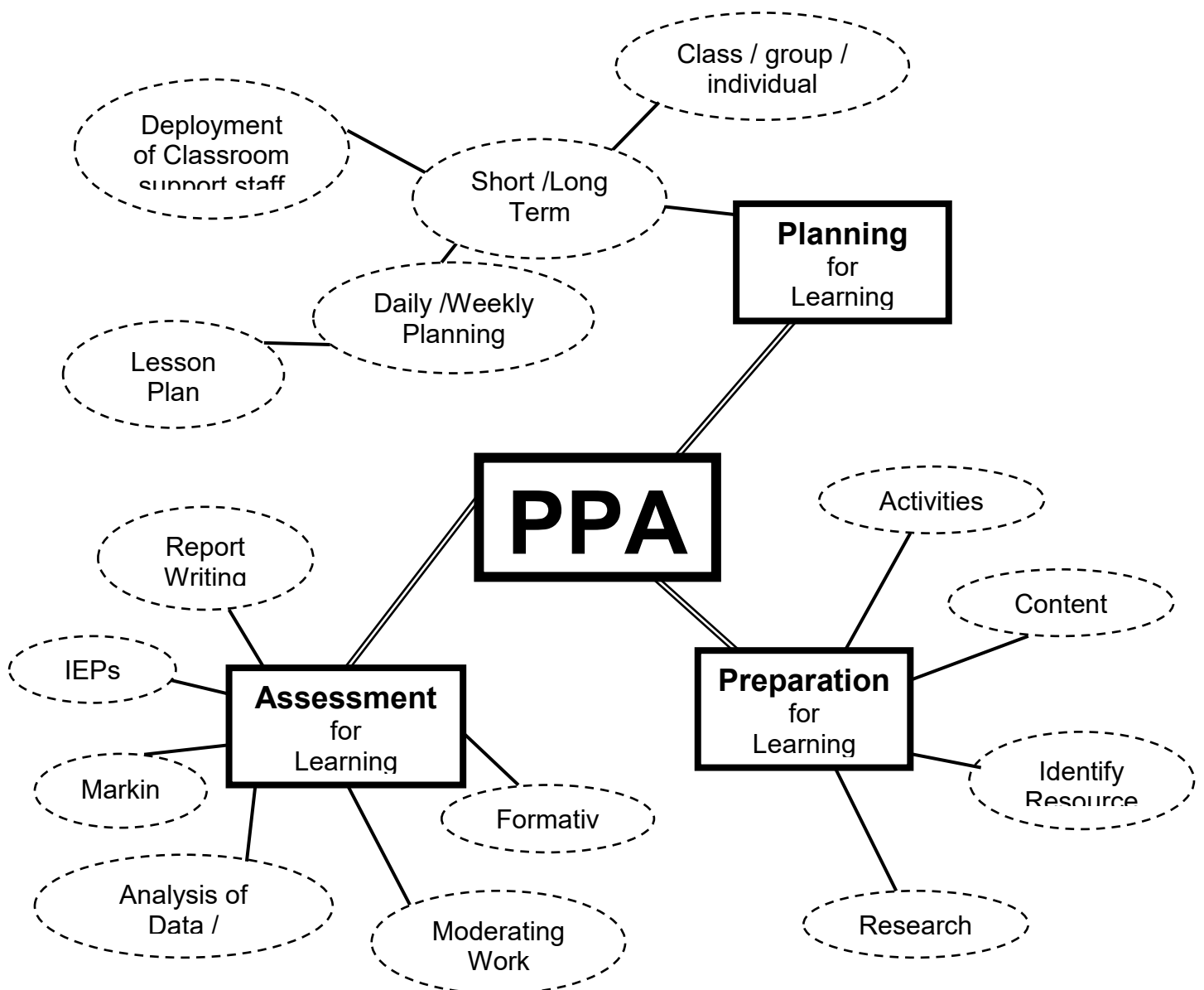
In order to meet the spirit of the agreement as well as comply with the statutory obligations PPA time in our school will be organised as follows

- Our timetabled teaching time is from 08.45 to 13.25 and from 14.00 to 3.00 pm each teacher's PPA time will be allocated within these times. PPA time will not be bolted on before and after school sessions.
- PPA time will be allocated in useful slots of time, a minimum block of thirty minutes and will usually be of 60 minutes duration
- PPA time will be allocated on a *fortnightly basis according to the normal school timetable*
- Teachers will have a clear expectation of when they will receive their PPA time, they will be informed in advance on an *annual* basis
- PPA sessions will normally be undertaken on the school premises unless otherwise agreed with the head teacher
- Where school accommodation is unsatisfactory, provision for adapting the premises should be included within the SDP
- In the event of PPA time being missed due to absence PPA time will not normally be rescheduled unless absence is directed by the school
- Teachers on PPA time will not be encroached upon. Teachers will not be called upon to leave what they are doing except to discharge their duty of care in 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 it is for teachers to determine the particular PPA priority for each block of time within the parameters of planning, preparation and assessment. Whilst a Head teacher cannot specify the PPA components, he/she will take account of the outcomes in terms of pupils' standards and teachers' work-life balance. Teachers may choose to use some of the time to support collaborative planning, preparation and assessment activities. It should be stressed that teachers are accountable for the standards and outcomes attained by classes assigned to them. It is crucial that purposeful PPA time is an integral part of the raising standards agenda. Such collaborative activities may include working with other members of staff as well as other professionals.



N.B. Teachers should have regard to the effective use of ICT and the 21 tasks whilst undertaking PPA activity.