

This policy document is to indicate to staff, governors and other parties with legitimate interest, the way in which teachers' directed time is allocated.

All full time teachers will be directed to work 1,260 hours in the school year. The activities undertaken during this time will include registration and assembly times, break times, teaching time, non-pupil days, staff meetings, supervision time, parent meetings and other activities as directed by the headteacher. There will also be included in this time a contingency which will vary from year to year, subject to annually determined requirements.

The Head and Deputy of the school are not subject to the directed 1,260 hours.

This document will be reviewed annually, and the statement detailing the breakdown of hours worked as directed time updated:

Directed Time statement 2006 / 2007 academic year:

Activity	Time directed	Total
Registration and Assembly	30 min x 190 days	95 hours
Mid-Session break (This means all staff may be called upon during a break, not just those on duty)	20 min x 190 days	63 hours 20 min
Teaching time	20 hours 50 min per week x 38 weeks	791 hours 40 min
PPA time	2 ½ hours per week: (2 ½ hours x 38 weeks)	95 hours
INSET Days (5 days or equivalent after school sessions)	5 hours x 5 days	25 hours
Supervisory duties (Includes 10 minutes before the start of the day, 5 minutes each side of the lunch break and 10 minutes after the end of the day)	30 min x 190 days	95 hours
Parents evenings Autumn (2 days formal), Spring (1 day informal) and Summer (2 days formal)	3 hours x 5 days	15 hours
Staff meetings Monday 3.30 – 4.30 p.m. (May not take place every week allowing for the occasional longer meeting)	1 hour x 38 days	38 hours
Other duties Extra Curricular activity (45 min.) (10 meetings per term)	45 min x 30 weeks	22 hours 30 min
Total		1240 hours 30 min
Contingencies		19 hours 30 min
Total directed time		1260 hours