

*PORTFIELD SCHOOL  
HAVERFORDWEST & SATELLITE CENTRE  
YSGOL Y PRESELI*

**POLICY DOCUMENT  
FOR PPA  
( Planning, Preparation and  
Assessment)**



Headteacher: Mrs Sue Painter  
Deputy Head: Mrs Ladan Harper  
Assistant Head: Mrs Jan Barnett

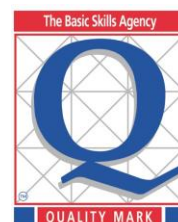
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Dec 2014

## **Portfield School Policy Planning, Preparation and Assessment (PPA) Time Guidance**

### **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 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 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

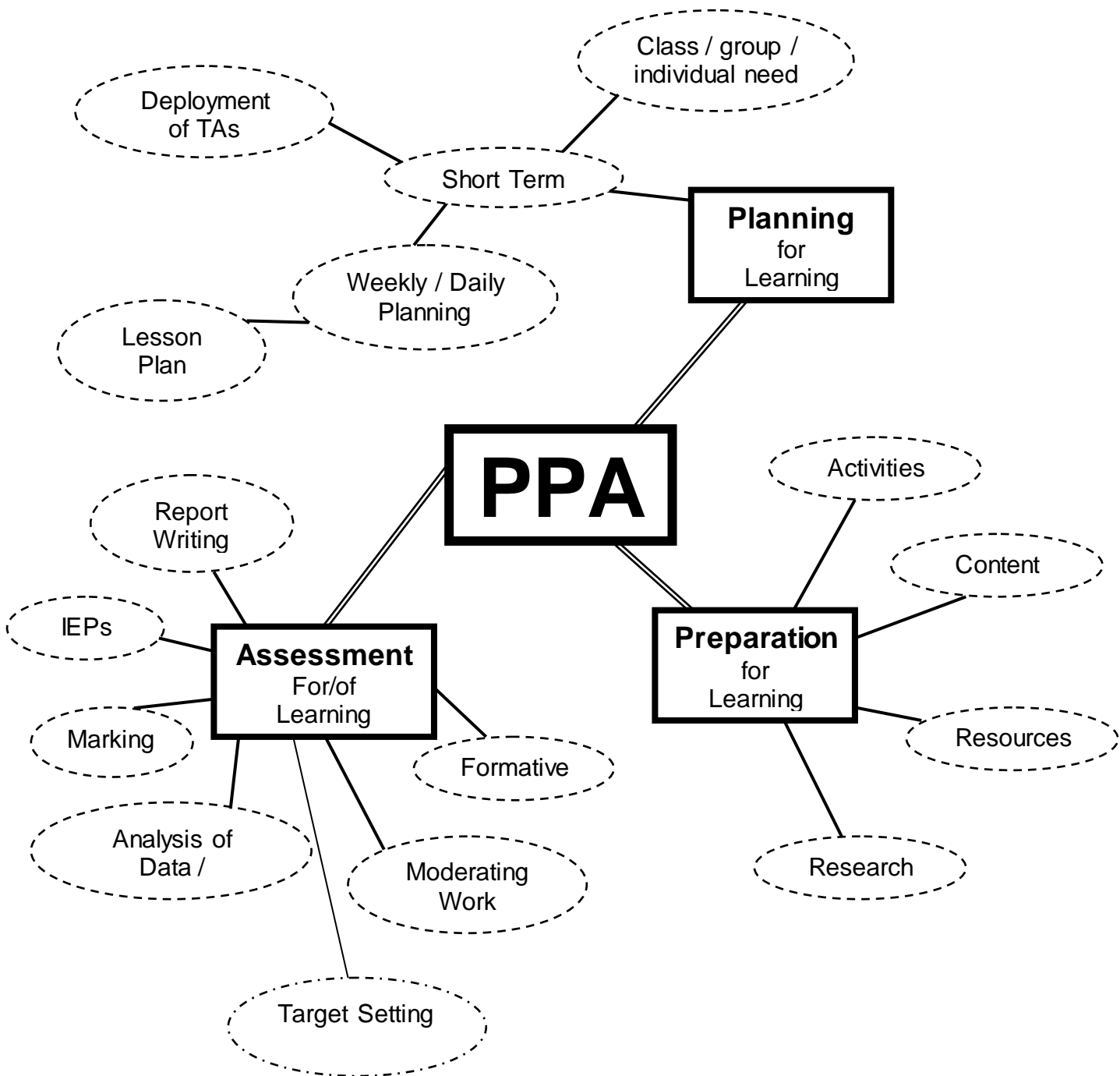
- Our timetabled teaching time is from 9am to 3.15pm and each teacher’s PPA time will be allocated within these times
- PPA time will be allocated in useful slots of time, a minimum block of thirty minutes PPA time will be allocated on a *weekly/fortnightly or three weekly* basis
- Teachers will have a clear expectation of when they will receive their PPA time, they will be informed in advance on a *termly* basis
- PPA sessions will normally be undertaken on the school premises *or* at a location agreed with the headteacher.
- 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:-

# PPA



## Monitoring the policy

This policy will be reviewed biennially unless changes of circumstances or legislation requires it to be amended earlier.

Signed: .....  
Headteacher

Date:

Signed: .....  
Chair of Governors

Date: