KINGSLEY PRIMARY SCHOOL

PLANNING, PREPARATION AND ASSESSMENT (PPA) POLICY

Reviewed Sept 2026

INTRODUCTION

The governing body recognises that guaranteed planning, preparation and assessment time is essential to relieve some of the existing workload pressures on teachers and to raise standards by providing teachers with time to carry out PPA activities during the timetabled teaching day. The governing body is committed to ensuring that every teacher will receive his/her statutory entitlement to PPA time and that it will be allocated in spirit of the national agreement.

RESOURCES

Every effort will be made to maximise the resources available to fulfil legal requirements and reflect the spirit of the agreement.

STRATEGIES TO RELEASE PPA TIME

In the development and implementation of a sustainable workforce plan the governing body will ensure that it incorporates measures and resources to enable guaranteed PPA time to be delivered. PPA strategies will be included in the school development plan.

The head teacher has consulted staff and unions prior to developing and implementing the guaranteed PPA time.

Where strategies include support staff taking on higher level roles, this will be on a voluntary basis and subject to a fair appointments procedure. Such staff will be remunerated in accordance with an appropriate pay and grading scheme adopted by the governing body within the whole school pay structure. Where this involves a change in contract there will be negotiation with the member of staff with a view to reaching agreement. Higher level roles cannot be unilaterally imposed on support staff.

The effectiveness of strategies will be reviewed and evaluated on a short and medium term basis to ensure they offer the best possible continuity of teaching and learning for pupils over the school year and are supportive of the school's work in further improving standards. The results will reported to the governing body on a termly basis.

THE SCHOOL TIMETABLE

Guaranteed PPA time will be timetabled and provided in blocks that maximise the productive use of the time. The timetable will be reviewed as and when necessary and guaranteed PPA time will not, therefore, be immutable within the timetable but may need to be moved from time to time, but only to accommodate other essential changes to the timetable.

THE USE OF GUARANTEED PPA TIME BY TEACHERS

Whilst the individual teacher has a statutory right to determine the particular PPA priorities for each block of guaranteed PPA time, the head teacher is responsible for the effective use of PPA time in terms of its outcomes and its impact on standards and teachers are, therefore, accountable for the time spent on it.

The governing body would, therefore, encourage teachers to consider the following when deciding which PPA priorities they will focus on:

- Constantly reviewing and improving assessment, attainment and progress of pupils.
- Constantly improving and reviewing planning of all subjects
- Detailed analysis of the needs of individual pupils and groups of pupils
- More personalised, targeted and differentiated learning, set and reviewed on a regular basis
- Curriculum coordinators – setting up reviews, monitoring the areas of the curriculum they are responsible for; scrutiny of work, pupil interviews.
- Sharing ideas, collaborating
- Teachers developing their understanding in areas where they are not an expert.

Collaborative activities

The governing body encourages collaborative professional activity and believes that it will raise standards and improve teachers' work/life balance.

In timetabling guaranteed PPA time the head teacher will consider the practicalities and benefits of teachers and, where appropriate, support staff having this time to work together.

NON-GUARANTEED PPA TIME

With the exception of the application of the statutory detriment provisions in respect of guaranteed PPA time, any PPA time given above the statutory 10% minimum will not be

guaranteed and the head teacher may direct activities within such time or reduce or remove the time if necessary.

WHERE PPA TIME MAY BE TAKEN

All PPA time i.e. both guaranteed and non-guaranteed, must be taken on the school premises. A suitable location will be provided for this.

LOSS OF PPA TIME

Where a teacher has not been able to take his/her PPA time because of sickness the PPA time will be lost and will not be replaced at a later date. Whilst a teacher cannot be required to give up their guaranteed PPA time, where he/she does so voluntarily, for example, to attend a CPD event or at the request of management for pressing reasons, the time will be replaced within 2 weeks. Any such requests must be negotiated between the headteacher, team leaders and individual teacher.

REVIEW OF THIS POLICY

This policy will be reviewed on a regular basis and at least annually.