



# DIRECTED TIME POLICY

*May Reid*

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**Signed – Governor**

.....  
**Print Name**

**Date: December 2017**

**Review: December 2018**

<b>1. ALL STAFF</b>	<b>HOURS</b>
<b>(a) Teaching and Duties</b>	
Lessons and Preparation	39 x 22.75 hours 887.25
Morning Breaks	5 x 39 x 15 minutes 48.75
Lunch clubs	4 x 39 x 35 minutes 91
Assemblies/Tutorial/Registration a.m.	5 x 39 x 20 minutes 65
Prep after school	4 x 39 x 35 minutes 91
<b>(b) School Meetings</b>	
Performance management (admin, support, preparation)	3
Inset Days (whole days and teachers toolkit twilight)	5 x 6 hours 30
Staff Meetings	39 x 80 minutes 52
Morning Briefings	5 x 39 x 10 minutes 32.5
<b>(c) Public Meetings</b>	
Parents' Consultation Evenings	3 x 3 hours 9
Parents' Forum	1.5
<b>Total</b>	<b>1311</b>

**2. SOME STAFF**

NQT meetings	9 x 1 hour 9
New staff induction	6 x 1 hour 6

Some staff will volunteer to attend extra consultation meetings as part of their own professional development or interests/expertise.

Courses and meetings connected with the curriculum.

Field Trips and Activities connected with the curriculum.

It is recognised and greatly appreciated that colleagues work at many other times out of goodwill and a sense of professional pride and responsibility.

**3. NON-DIRECTED TIME**

Trips and visits unrelated to the curriculum or not specifically directed by the Headteacher. Courses and meetings not specifically directed by the Headteacher, Voluntary activities, Preparation and marking out of school hours.

**4. PART-TIME STAFF**

For part-time staff, the expectation will be to attend INSET days and meetings pro-rata of their full-time equivalent. **All staff, including part-time staff, are expected to attend our main event of the year: Year 11 leavers Day in June.**