



Batchwood School
make every day count

Directed Time Policy

Kerry Pollard

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Signed – Governor

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Print Name

Date: November 2017

Review: November 2018

1. ALL STAFF HOURS

(a) Teaching and Duties

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) School Meetings

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

(c) Public Meetings

Parents' Consultation Evenings	3 x 3 hours	9
Parents' Forum		1.5

Total 1311

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.**