



Directed Time Policy

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Signed – Chair of Governor

Dawn Laverick-Brown.....
Print Name

Date: November 2020

Review: November 2021

1. ALL STAFF

	Minutes per week	Hours per week	X 38 weeks	Total
Teaching & Duties				
Teaching (including reflection time)	1280	21 hours 20 mins	X 38	810 hours 40 mins
Morning Break	100	1 hour 40 mins	X 38	63 hours 20 mins
Lunch supervision	150	2 hours 30 mins	X 38	75 hours 0 mins
Tutor/Calm start/Assembly	200	3 hours 20 mins	X 38	126 hours 40 mins
Prep after school (35 mins per day)	175	3 hours 0 mins	X 38	114 hours 0 mins
School meetings				
PMR				3 hours 0 mins
INSET days	360	6 hours 0 mins	X 5	30 hours 0 mins
Staff meetings	210	3 hours 30 mins	X 38	133 hours 0 mins
Public meetings				
KS3 Consultation evening	120	2 hours 0 mins	X 1	2 hours 0 mins
KS4 Consultation evening	120	2 hours 0 mins	X 1	2 hours 0 mins
TOTAL				1359 hours 40 mins

2. SOME STAFF

NQT meetings	9	x	1	60	540	9
New Staff induction	6	x	1	60	360	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.**

GDPR stipulates that Directed Time Policy is personal/ sensitive data. Our school provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by means of this report. Requests for Data Subject Access should be made to our data protection officer Katie Harris (gdprkharris@gmail.com)or the Head Teacher Mr Kemp (head@batchwood.herts.sch.uk)