

THE VALLEY SCHOOL

PROPOSED DIRECTED TIME – 2018-2019

The DIRECTED TIME agreement allows for a maximum of 1265 of teachers' working hours to be directed and allocated by the Headteacher. These are allocated within 195 working days and include 5 STAFF DEVELOPMENT DAYS and 190 pupil days.

This agreement was put in place to support teachers and to ensure that teachers could choose how to deploy the **rest** of their professional working time in order to fulfil all the requirements of their role.

Some teachers do not teach all year groups. Others have less than 12 pupils in their tutor group. This extra time may be re-allocated if necessary.

School Day = 6 hours = 1140 hours		
Briefing	8.45 – 8.50	5 minutes
Morning session	8.50 – 12.45	3 hours 55 minutes
Afternoon session	1.30 – 3.15	1 hour 45 minutes
Dismissal time	3.15 – 3.30	15 minutes
Consultation evenings and other year events		
Different pattern according to year group	Variable	15 hours
Additional Evening Events		
Celebration and Presentation Evening		3 hours
Leavers' Supper		3 hours
Other Evening Events (as per calendar)		6 hours
Staff Development days		
5 across the year – 4 transferred to CPD time	Timings vary – 6 hours of contact	30 hours
Staff meetings		
One meeting per week	3.30 – 4.30	35 hours
Performance management time		
Variable amount, according to circumstances	6 hours	
Annual reviews/EHCP		
Preparation and meeting (2 hours)	Between 12 and 24 hours	

Total maximum = 1,250 – 1,262 hours