

THE VALLEY SCHOOL

DIRECTED TIME – 2020-2021

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	8.50 – 9.00 8.30 – 9.00 (Thurs)	10 minutes
Morning session	9.00 – 1.00	4 hours
Afternoon session	1.30 – 3.10	1 hour 40 minutes
Dismissal time	3.10 – 3.20	10 minutes
Consultation evenings, Thursday team mtgs and other year events		
Different pattern according to year group	Variable	25 hours
Additional Evening Events		
Celebration and Presentation Evening		3 hours
Leavers' Supper		3 hours
Other Evening Events (defined on the calendar at the beginning of the school year)		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/Line management time		
Variable amount, according to circumstances	11 hours	
Annual reviews/EHCP		
Preparation (1 hour)	Maximum 12 hours	

Total maximum = 1,265 hours