

THE VALLEY SCHOOL

DIRECTED TIME - 2022-2023

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 = 5 hrs 50 minutes x 195 + 13 hours = 1151 hours 30 minutes		
Briefing	8.50 - 9.00	10 minutes
Morning session	9.00 - 2:00	5 hours Minus 10 mins Break Minus 20 mins lunch
Afternoon session	2.00 - 3.00	1 hour
Dismissal time	3:00 - 3:10	10 minutes
Total per day		5 hrs 50 minutes
Thursday Team meetings	8:30 - 8:50	13 hours
Consultation Evenings	Variable	20 hours
Prom		3 hours
Other Evening Events (defined on the calendar at the beginning of the school year)		6 hours
Impromptu Events (not defined on the calendar at the beginning of the school year). <i>(Not all of these hours are expected to be used, but they can be allocated at the discretion of the Headteacher.)</i>		14.5 hours
Staff meetings (one meeting per week)	3.30 - 4.30	35 hours
Performance/Line management time	13 hours	
Annual reviews/EHCP Preparation	Maximum 22 hours	

Total maximum = 1,265 hours

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