

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 = 1,137 hours 30 mins + 118 hours = 1,255 hours 30 mins		
Briefing	8.50 - 9.00	10 minutes
Morning session	9.00 - 2:00	5 hours Minus 30 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, Thursday team meetings and other year events		
Different pattern according to year group	Variable	10 hours
Additional Evening Events		
Prom		5 hours
Other Evening Events		24 hours
Staff meetings		
One meeting per week <i>Note - Two of the inset days are disaggregated meaning 23 training sessions across the year can be extended to 5:00pm</i>	3.30 - 4.30 <i>This is already included in the inset day hours above</i>	35 hours <i>The additional 30 minutes 23 times is not added here, to avoid double counting.</i>
Performance/Line management time		
Variable amount, according to circumstances	Maximum	9 hours
Annual reviews/EHCP		
Preparation	Maximum	22 hours
Total	Maximum	118 hours

Total maximum = 1,265 hours

Total = 1,255 hours and 30 minutes

Difference = 9 hours and 30 minutes