Foxfield School

**Teacher Conditions of Service – Hours Policy 2022**

This policy is due for review on July 2023



**Teacher Conditions of Service – Hours Policy**

**195 days / 1265 (directed time) per year divided as follows;**

\*based on fulltime equivalent

1. Teaching time-daily 6 hours X 190 day 1140 hours
2. In Service Days 6 hours X 5 days 30 hours
3. Staffing meetings 1 hour X 36 days 36 hours
4. Teacher meetings 1 hour X 22 days 22 hours
5. EHCP Reviews (during school day)
6. Parent consultations (during school day)
7. Transition (during school day)
8. Subject meetings/CPD (during school day)
9. PTA Event – Voluntary
10. Discretionary Hours (to be allocated by Headteacher) 12 hours

**In addition to above;**

Reflection using Evidence for Learning

Assessments/Baselining/Qualifications

Preparation of lessons, materials, any UPS responsibilities etc

Teachers Pay & Conditions 2008 - covered by PPA release time – 114 hours (excluding In Service Days) which should be used for the above mentioned.

Coordinators and staff with additional responsibilities will be given additional release time. (Available to parents and other staff during these times – please just check with your pathway lead if you need to leave earlier).

**Excluded from 1265 hours;**

Travelling time

Lunch break (30 minutes)

Guidelines for normal school times for teachers on premises: Morning \*8:45am – 3:15 (excluding the 30 minutes during lunch break)

\*Monday start at 8:35. Friday finish at 3:05pm to allow for team discussion/planning for the week ahead.