

**Policy No. 22 Directed Time (1265 hours)**

**September 2023**

The following hours are directed by the Headteacher and require the teaching staff to be in school during these periods. Teachers need to be in school for a minimum of 195 days a year including 5 days for INSET which is the equivalent of 25 hours.

A teacher is required to work, ‘such reasonable additional hours as may be needed to enable him/her to discharge effectively his professional duties’.

The amount of time for professional duties beyond the 1265 hours of directed time is decided by the teacher and not the Headteacher or governing body. The teacher also decides the number of additional hours necessary and where and when such duties will be performed, to ensure teaching standards are met,

1265 hours is made up of:

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| Teacher time in school | 8.30 – 3.15 | 190 days x 6 hours = 1140 hours (includes PPA time)\* |
| Weekly meetings | 3:15 –4:15 | = 35 hours |
| Curriculum Time* Curriculum Lead meetings
* Drop-in sessions for teachers with Lead practitioners to support with subject knowledge
 |  | = 10 hours |
| Break duties  | 30mins per week | = 19.5 hours |
| Performance Management  |  | = 4.5 hours |
| Annual Reviews  | 2 x 0.5hr 1 x 1.5 hrs x 10 pupils  | = 25 hours |
| After School clubs  |  | = 6 hours |
| 5 development days |  | = 25 hours |
|  |  |  |
|  | **Total**  | **= 1265 hours** |

\*Teachers in school until at least 3.15 Monday, Tuesday and Thursday, Friday 3 pm. Wednesday until 4:30 to include meeting time above.

Thursday would be Curriculum Time

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| **Document Title:**  | Directed Time |
| **Version:**  | K-SENT Version 7 |
| **Prepared by:**  | Mr Robert Page |
| **Governing Body Acceptance Date:**  | To be ratified at the FGB on 26th September 2023 |
| **Date for Next Review:**  | September 2023 |
| **Link on School Website** | Yes |