

Principles for directed time calendars

Working hours are essential in order to help schools and teachers plan so that the school day is effectively managed and teachers are able to achieve a satisfactory balance between work and home.

1. The Trust and its staff acknowledge the need for schools to have an agreed directed time calendar in place.
2. The principles set out below are consistent with guidance laid out by the recognised trade unions and helps teachers and school leaders ensure that directed time calendars are calculated in a way that enables the workforce to achieve a satisfactory worklife balance and for staff to plan accordingly in relation to issues both inside and outside work, whilst producing the best possible educational experience for children and young people.
3. The schools across the Trust will work with staff and trade unions to establish an agreed directed time calendar using an appropriate methodology (e.g. Excel spreadsheet) to break this down accordingly, so that staff understand the hours they can be directed to undertake their professional duties, including timetabled teaching as well as any meetings and duties (e.g. parental consultations, planning preparation and assessment (PPA) time, leadership and management time and meetings).
4. The schools across the Trust will agree the methodology referenced above on the following principles:
 - a. the school day, minus lunchtime x 190 is the starting point for a Directed Time Calculation;
 - b. each of the 190 days should have ten minutes 'buffer time' at the start and the end;
 - c. only one whole-staff meeting/CPD session/departmental meeting per week, for no longer than one hour. In addition, middle-leaders may be required to meet for an additional hour no more than once per fortnight and any such meetings will be included within the directed time calculation, bearing in mind that meetings should only take place when they are required, rather than to meet the amount of time including within the directed time calculation.
 - d. teachers are expected to read and respond to emails in a timely manner, and have right to 'switch off outside of normal working hours;
 - e. TLR holders are subject to 1265 hours for the purpose of directed time;
 - f. No teacher can be required to carry out lunchtime supervision. Where staff, including leaders, are able to take their lunch break at another suitable time, they may be asked voluntarily to provide lunchtime supervision, but will not be directed to do so.
 - g. disaggregated INSET days will only be used with the agreement of staff and the recognised trade unions in the school, and, following an equality impact assessment;
 - h. only one parental consultation per year for each year group which counts towards directed time (the time and dates of the meetings should be identified in the calendar of meetings);
 - i. in a week where there is a parental consultation meeting scheduled, no other meeting outside school sessions should be calendared to take place;
 - j. Additional events, including open evenings, transition evenings and options evening will be included in the directed time calculation. Where a member of staff's involvement in an event has finished (for example, all meetings are complete), staff will be free to leave.
 - k. trapped time, where a member of staff is unable to go home and return prior to the start of a school meeting, is agreed and calculated for the purposes of the directed time calendar;
 - l. break times which are identified on the timetable count as part of the directed time calendar; and

- m. teachers in receipt of additional payments for out-of-school hours learning and continuing professional development (CPD) may be directed to undertake these activities outside their hours of directed time.
5. The schools across the Trust will work with staff and trade unions to agree the directed time budget for the following academic year as soon as practicably possible in the Summer Term.
 6. The schools across the Trust acknowledge that once the directed time calendar has been agreed with staff and recognised trade unions, it should not be altered or amended unless in exceptional circumstances agreed by the individual concerned or by recognised trade unions.
 7. The schools across the Trust acknowledge that once the directed time calendar is agreed, members of staff cannot be directed to undertake other duties.
 8. The schools across the Trust will engage with staff and recognised trade unions on the principle that the 1265 hours a teacher can be directed for over 195 days is a maximum, and not an allocation that must be fulfilled.
 9. The schools across the Trust will engage with staff and recognised trade unions on the directed time calendar for part-time staff, that takes account of the school session hours that are timetabled for teaching, including PPA time and other non-contact time, excluding break times, registration and assemblies.
 10. Furthermore, no part-time teacher can be required to work or attend non-pupil days, or part of days, on days they do not normally work.
 11. The schools across the Trust will engage with staff and recognised trade unions to agree specific activities for those teachers with gained time, from the following:
 - a. developing/revising departmental/subject curriculum materials, schemes of work, lesson plans and policies in preparation for the new academic year;
 - b. assisting colleagues in appropriate planned team-teaching activities;
 - c. taking groups;
 - d. taking groups of pupils to provide additional learning support;
 - e. supporting selected pupils with coursework;
 - f. undertaking planned activities with pupils transferring between year groups or from primary schools; and
 - g. where the school has a policy for all staff to release them for continuing professional development (CPD) during school sessions, gained time may be used.
 12. Schools across the Trust will continue to engage with colleagues and recognised trade unions to identify further opportunities to reduce workload, both within directed time, and also by addressing other factors which have an impact on the ability of colleagues to maintain a satisfactory work life balance.

Contingency

Events and circumstances may arise in the year which require additional time from teaching staff. Any such additional time must still sit within the overall directed time calculation and the principles set out in this document. Where there is no contingency time within the directed time calculation, other planned events will need to be cancelled/re-arranged to ensure that directed time is not exceeded.