

## **Non-Class Contact Time – arrangements for return to school August 2020**

### **LNCT Agreement on Flexibility for NCCT**

Throughout the Covid pandemic, it has become necessary for schools to adopt new working practices in relation to the delivery of NCCT. This has been in response to Health and safety guidance in place to ensure infection control e.g. observing class “bubbles” and the avoidance of large gatherings such as assemblies.

In order to reduce the number of contacts schools may have considered it to be appropriate to review their existing arrangements for NCCT and to explore a collegiate agreement where teachers receive their entitlement to NCCT for the week in one block, or where a school looks to aggregate the entitlement over a two week period in the form of one non-teaching day per fortnight, as per SNCT Part 2 Appendix 2.17 (pro rata arrangements will apply for part time teachers).

Where there is a desire for this practice to continue during Session 22-23, the following must apply:

- The change must be agreed collegiately.
- This should be negotiated with staff as a separate process with a ballot undertaken to inform any decisions taken.
- There must be a chance for staff to review the operation of the agreement, and for it to be revoked should such be the collegiate view of the staff – at a minimum, such a review should happen either just before or after the October half term
- Any agreement must follow the guidelines set out by the SNCT (see below)

All discussions and negotiations regarding NCCT must be undertaken in a collegiate manner.

1. Where a NCCT agreement has been collegiately agreed, the expectation is that staff may exercise "time and place" and work from home during NCCT days/half days. There is no additional time created and staff should not be allocated additional work for days working at home. Teachers will manage their work, other than scheduled remote staff meetings, at their own discretion in line with "time and place".
2. Schools will need to have a clear understanding about the implications for all elements of the working week, and ensure that they are operating within the parameters of the SNCT. One possible model is laid out below.
3. Within a flexibility arrangement extending over two weeks, if staff lose out on their NCCT day for any reason, then it must be rescheduled. It would not be acceptable for a teacher to do a week of 25 hours and then lose out on NCCT due to holidays or in-service.

4. Teachers are not required, and should not be asked, to come into school on NCCT days due to cover issues.

The existing SNCT agreement states that schools wishing to implement an arrangement spanning over more than one week must submit their proposal to LNCT for agreement.

Any collegiately agreed arrangements that operate over a 2-week period must be submitted to the relevant QIM, who will review these, collate them and take back to LNCT for final approval. This should include a note of what mechanism was used for reaching agreement.

The LNCT will review this agreement mid-session to determine if it is working effectively in schools and respond accordingly.

## **SNCT PART 2 APPENDIX 2.17**

### **CODE OF PRACTICE ON WORKING HOURS, WORKING WEEK**

There is evidence that current provisions have been set aside on an ad hoc basis in some schools. These include where the arrangement of providing Class Contact Time is organised in larger blocks of time, or where a teacher has provided cover in unforeseen circumstances.

Where there is a collegiate agreement in the school's Negotiating Group on a planned, flexible approach to working hours within an individual establishment and the national criteria outlined below is met, a school can develop an alternative approach to working hours. Schools are encouraged to engage with LNCT Joint Secretaries if advice is required on formulating an alternative approach. These will be submitted to LNCTs with the WTA for confirmation that they meet the national criteria.

#### **LNCTs should also confirm:**

- that agreements are set within a clear and transparent process which will be monitored by the school's negotiating group and the LNCT to ensure agreements have been reached collegiately.
- That there is a facility for monitoring the flexible approach within schools
- that advice and guidance, in accordance with this Code of Practice, is provided by LNCT Joint Secretaries to establishments on situations which may arise including emergency cover.
- that the implementation of this Code of Practice is monitored by LNCTs and reported to the SNCT on any unresolved difficulties which arise.

Thereafter, LNCTs will note plans on the basis of informed consent unless there is evidence that the national criteria have not been met or where the proposal produces staffing consequences which cannot be delivered.

National Criteria:

- (i) A school may operate class contact time, preparation and correction time and remaining time over a longer period, normally 2 weeks, but not exceeding 4 weeks;
- (ii) Maximum class contact time in any single week is restricted to 25 hours, subject to an average of 22.5 hours over the agreed period of variation.
- (iii) Any reconfiguration of class contact time would be subject to discussion and agreement between the Headteacher and the relevant teaching staff.
- (iv) The school proposal signed by the Headteacher and a representative of the teaching staff should be submitted to the LNCT Joint Secretaries.
- (v) Preparation, correction and collegiate activities are key elements of the work of teaching professionals and Headteachers must allow appropriate time for such core activities.
- (vi) The working week must average 35 hours over the agreed period of variation. Preparation and correction remains as a minimum, one third of the class contact time delivered each week. The remaining time is for collegiate activities, as per the schools Working Time Agreement. Where class contact time is varied from 22.5 hours per week the agreement must show how this will be averaged out over the period of variation, including staffing arrangements; time for preparation and correction will be guaranteed within that period.
- (vii) This flexible approach should be planned prior to the beginning of the academic year; this should be part of the school's annual working time discussions and not normally used to deal with short term cover situations. Any flexible approach will be reviewed on a regular basis by the school Negotiating Group, any revisions which are deemed necessary will be subject to the same level of joint agreement outlined in (iii) and (iv) and reported to LNCT.
- (viii) Planning at school level should be characterised by collaborative, consultative and collegiate processes focused on the best outcomes for the school and its pupils.

Time and place arrangements will be retained.

Possible model of working week (all times are in hours):

Chosen model	week	Class contact	Personal preparation & correction	Collegiate	Working week
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No variation	1	22.50	7.50	5.00	35.00
2 week model	1	25.0	8.33	5.00	38.33
	2	20.00	6.67	5.00	31.67