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| --- | --- |
| Activity | Hours across year |
| **Planning (including timings for strategic, ASN, any other additional planning out with personal time)** |  |
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| **Assessment (including all aspects of formal assessment which would not normally be covered by personal prep time)** |  |
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| **Reporting (including all forms of reporting to parents, other agencies)** |  |
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| **Meetings (including whole school, department, business, SIP)** |  |
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| **Professional Learning (including time for PRD, additional CPD to 35 hours personal, time for SIP which is not a meeting)** |  |
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| **Quality Assurance (including time for tracking, monitoring, review of SIP)** |  |
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| **Other aspects not covered above** |  |
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|  |  |
|  |  |
| **Total** | 195 |
| **Areas of work in school where Tackling and Bureaucracy and Reducing workload will be considered** |  |
|  |  |
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|  |  |
| **Please ensure this template is signed off by HT and Union Reps** |  |
| **Head Teacher:** |  |
| **Union Rep:** |  |
|  |  |