

35 Hour Week Agreement – Commentary Primary – 2018/19

Planning = 40hrs

10 hours allocated each term for planning

Development = 15hrs

Will include items in School Improvement Plan and Cluster Improvement Plan = 10 x 1.5hrs

Staff Meetings = 15hrs

Split through terms.

1hr meetings.

Professional Review & Development = 3hrs

Includes time for preparation & PRD meeting

Parents' Meetings = 16.5hrs

Terms 1 & 3 – Parent “Drop-in” 2 x 1hr

Term 2 – Formal Consultation and setting targets 2 x 2.5hrs

Term 4 – Drop-in x 2hr and Formal Consultation 2hr (only if parent requests a meeting)

11hrs + 5.5hrs prep/write up

Reporting = 34hrs

1.5hr each term for SMT/CT consultation

Term 4 – 3hrs for CT/CT consultation for passing on information on pupils

25hrs per class (1hr per pupil) for Formal Reports

(However, classes above 25 children will be allocated 1hr extra support per pupil over 25)

Assessment/Maintaining Records = 22hrs

Throughout terms to update records

Supporting Learners = 34.5hrs

To be used for:

- consultations with parents/ASL staff
- planning
- requisition
- updating records etc...
- display, photocopying etc... (things previously done by Classroom Assistants)
- meeting with colleagues (within level/across level)

Flexibility = 10hrs

With collegiate consultation, time can be allocated to meet the needs of S.I.P, extra staff meetings, trips, concerts or other items which may crop up throughout the year

INSET APRIL 2019

The 5 hours from this INSET will be used as 3 x 1.5hr Development sessions during the year.
The INSET day will be a staff holiday.