

APPENDIX A Primary, Nursery & Special Schools

Implementation of the 35 hour week Working Time Agreement: [session 2019/20]

Establishment name: _____

Type of activity	Time parameters [hours]	School Allocation [hours]	In School or T&P*
CONTINGENCY	28 - 45		T&P
TRADE UNION MEETINGS	3 - 5		In school
PARENTS' MEETINGS	20 - 25		In school
STAFF MEETINGS	6 - 10		In school
DEPARTMENTAL MEETINGS	0 - 4		In school
PLANNING <ul style="list-style-type: none"> ▪ Weekly Planning ▪ Termly Planning ▪ Overviews ▪ Transition 	40 - 50		T&P
CURRICULUM DEVELOPMENT <ul style="list-style-type: none"> ▪ Collaborative meetings ▪ Working Groups 	20 - 40		In school/ T&P where appropriate
FORMAL ASSESSMENT <ul style="list-style-type: none"> ▪ End of Year Reports ▪ ILPs/ IEPs/ PAPs ▪ Baselines ▪ Tracking (traffic lighting or other) ▪ Maths/Literacy Overview/planners ▪ Moderation 	50 - 60		T&P
PU/PRD	4 - 6		
SACRAMENTAL PREPARATION (RC SCHOOLS ONLY)	0 - 10		T&P
Total time	171 - 255	190 hours	

* These activities may be conducted at a time and place of the teacher's choosing as indicated in SNCT Handbook Part 2 Section 3.10.

Signature of Head of Establishment: _____ Date: _____

Signature of Trade Union Representative: _____ Date: _____