

APPENDIX B Secondary

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	[15 - 33]		In school/T&P
TRADE UNION MEETINGS	[3 – 5]		In school
PARENT MEETINGS	[20 – 35]		In school
COLLABORATIVE MEETINGS to include <ul style="list-style-type: none">• Staff meetings• Departmental meetings• Working groups	[20 - 50]		In school
CURRICULUM DEVELOPMENT	[30 -60]		T&P
REPORTING and ASSESSMENT to include <ul style="list-style-type: none">• full reports• interim reports• National Qualifications• Preliminary Examinations	[55 – 95]		T&P
PROFESSIONAL UPDATE to include <ul style="list-style-type: none">• Staff Development & Review	[3 – 5]		In school/T&P
Total time	[146 - 283] hours	190 hours	

* May be conducted at a time and place of the teacher's choosing as per SNCT Handbook Part 2 Section 3.10.

Signature of Head of Establishment: _____ Date: _____

Signature of Trade Union Representative: _____ Date: _____

Signature of Trade Union Representative: _____ Date: _____

Signature of Trade Union Representative: _____ Date: _____