**Working Time Agreement** **August 2021 – June 2022**

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| WTA | HOURS | Notes | Record of what/ when already happened/ time it took |
| **CEC requires all staff to be given 2 hours to use to become familiar with policy documents**  H&S and policy updates | **2 hours**  **2 hours**  **4 hours** | SLT will email staff with what the policies are and where to find them on the learning hub. Staff to complete by **15.10.21**  Including reading weekly H&S meeting minutes and other policy updates. Included in weekly meetings  *‘a clash with the dates identified by CEC as Framework days should be avoided. The only Framework dates are 1 October 2021, 21 January 2022, 13 May 2022’* | 1 hour of child protection: August Inservice day time given |
| Meetings:   * staff meetings (fortnightly)     (termly meetings curriculum -  SLT check in for 30 minutes)  transition meetings including preparation etc.=  Meeting 2 teachers (old, new) 2h x 2 plus prep time 1h  Transition meetings with parents preparation time   * Pupil meetings:   (progress meetings with SLT -achievement and attainment,  SfL &EAL meetings,  CPM and prep etc.)   * Ad hoc collegiate meetings (including longer meetings in when needed) | 19 x 20min =  **7h 20**  1h x 4= **4 hours** stage/level meetings  4 hours meeting, 1 hour prep= **5hours**  **1 hour**  **Progress meetings**  2h x 2= **6 hours**  (2 per year)  **1 hour** preparation (x2)  **SfL and EAL= 6 hours**  (1h for SFL lead per term  and 30 minutes for our class SFL per term)  **CPM** including prep= 4h per child x 2 pupils = **8 hours per year**  **2 hours**  **40.20 hours** | No meeting first week August  No meeting January, October and May in-service weeks  Suggested to be timed around the newsletter but what works for staff should be communicated  Staff to note duration of meetings to ensure accurately reflected  Staff to be covered for all transition meeting drop ins  Preparation includes benchmark review,  A3 tracking sheet. To be held in classrooms to discuss children’s work  2h per term NNCT or after school can be used, however if more than 8h of CPMs then cover to be provided. | **Teachers to keep a record**  **Teachers to keep a record of CPMs.** |
| Curriculum development   * CAT (SQIP led?) | 12 x 1.5 h = 18  **hours**  **18 hours** | 12 CATs  Including Cluster CAT- 11.Nov, 18 March | 31.8.21 CAT on differentiation 1.5h  8.9.21 Curriculum assessment  22.9.21 Prepare for curriculum evening  27.10- Sway on differentiation/behaviour policy  CLUSTER CAT 11.11.  11.12- Differentiation summary discussion on Rosenshine (to be read as part of personal CPD as agreed)  Prediction:  January = 1 cat  F=1 cat  M= CLUSTER CAT 18 March  A=1 cat  M= 1 cat- **one CAT to be our WTA review for session 22-23**  J=1 cat |
| Reporting:  A)   * Parent consultations= 2 days x 3h * Preparation 2 x 1h   B)   * Curriculum evenings (2h25 total= 1.5h CAT session time given plus 55 minutes for recording etc.)   C)     * Settling in whole class HWB comment * 6 observations per year   (Literacy x3, Numeracy x3)(approx. 20 min per child)   * Plus an Overall personalised end of year comment (HWB focus)(approx. 45 min per child) | Parent consultations: 2days x 3h twice a year  Preparation: 1h per consultation  **14 hours**  Curriculum eve slides:  **55 minutes**  settling in comment **2h**  **50h**  Plus final comment = **18h45 hours**  **85.40 hours** | Based on a class of 25 (average)  Use in class time too to include pupil voice  Support for larger classes to be arranged with SLT | **Teachers to keep a record** |
| Forward Planning   * Termly planning= Newsletter / Home learning wall * PSA/PSO catch ups * Filling in pupil forms/ emails to other agencies and SfL | 2h per term x 4= **8 hours**  2hours over the year  2hours over the year  **12 hours** |  |  |
| New session prep at the end of term 4  GIRFEC folder  Setting up room | 1h per term = 4h (reading, printing and maintaining it over the year)  1h of transitioning  **5 hours**  **4 hours**  **9 hours** | To be in rooms in the penultimate week of term so planning time can be used as well. Extra support to be given to staff moving room | **Teachers to keep a record** |
| PRD meetings/PRD preparation time | PRD meeting and prep time – 45min for meeting and 45min for preparation time. twice a year    **3 hours** | **Teachers can choose to use NNCT -** Teachers to keep a record. Please prepare and bring last PRD and laptop. Can be done virtually.  See notes below this table about PRD |  |
| Formal Assessment   * Standardised assessment | Standardised assessment marking and analysis:  SWST- 2h  SWRT - 2h  MALT- 2h  Reading comprehension-2h  **8 hours** |  | **Teachers to keep a record** |
| Communication  Parents   * Extra parent communication (calls/ writing and dealing with emails to/ from parents)   Staff (collegiate day to day communication)   * Emails | 2h per term = **8 hours**  **4 hours**  **12hours** |  | **Teachers to keep a record- if there are many extra meetings, calls- discussed with SLT** |
| **CPD \* (see notes below in the table below this one)**   * Sharing classroom experience (between teachers) (2x a year) * Feedback | | 1 hour x 2  1 hour  **3 hours** | Between teachers sharing experience- Agreed for non-contact if needed or after school- focus and format to be agreed. | Working parties for inservice and CAT but extra part of 35h PRD |
| **TOTAL** | | **195** |  |  |

**\*NB: These would be hours allocated for CPD activities organised at school level. A teacher’s maximum 35 hours of personal CPD is separate to this.**

**Please supply any additional information below.**

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| **Class contact time 22.5h a week** | **Personal allowance 7.5 h a week** | **Remaining time 5h x 39= 195 WTA** |
| Class Contact Time – maximum of 22.5 hours per week (18 hours for teachers on the National Teachers Induction Scheme) | A Personal Allowance of not less than one third of teaching contact time. The SNCT Handbook specifies that teachers on the above maximum shall receive a minimum Personal Allowance of 7.5 hours.  **Weekly planning is here**.  **NNCT is here,** but can be swapped and included in the WTA- teachers should keep a record.  **GTCS- 35h of CPD for PRD** is here  (it cannot be in-service, CAT or any CPD from 195h) | Remaining Time (that is beyond the combined class contact and personal allowance) – the use of this time will be subject to agreement at school level and will be planned to include a range of activities = **WTA.** |

We confirm that the attached WTA and calendar has been agreed by staff and is accepted as the pattern for the working year for teaching staff in this school/establishment for session 2021/2022.

Signed Head Teacher

SNC Members including Role

Date

**NB:** The WTA should be signed by the Headteacher and staff representative(s). A copy of the WTA, SQIP and school calendar for session 2021/22, should be forwarded to the school’s QIEO by the head teacher.