**Education Services**

**Working Time Agreement Pro-Forma 2024/25**

**Name of School: <Please Insert>**

|  |  |
| --- | --- |
| **Activity** | **Hours Across Year** |
| **Planning (including timings for strategic, ASN, any other additional planning outwith personal time)** |  |
| Strategic Plan |  |
| ASN |  |
| Additional planning |  |
|  |  |
| **Assessment (including all aspects of formal assessment which would not normally be covered by personal prep time)** |  |
|  |  |
|  |  |
| **Reporting (including all forms of reporting to parents, other agencies)** |  |
|  |  |
|  |  |
|  |  |
| **Meetings (including whole school, department, business, SIP)** |  |
|  |  |
|  |  |
|  |  |
| **Professional Learning (including time for PRD, additional CPD to 35 hours personal, time for SIP which is not a meeting)**  |  |
| PRD |  |
|  |  |
|  |  |
| **Quality Assurance (including time for tracking, monitoring, review of SIP)** |  |
|  |  |
|  |  |
|  |  |
| **Other aspects not covered above**  |  |
|  |  |
|  |  |
|  |  |
| **Total** | **195** |
| **Areas of work in school where Tackling Bureaucracy and Reducing workload will be considered** |  |
|  |  |
|  |  |
|  |  |
| **Please ensure completed pro-forma must be signed off by Headteacher and Trade Union Representative and returned together with school calendar to** **qapaperwork@glasgow.gov.uk** **by no later than 23rd June 2023** |
| **Head Teacher:**  | **Date:** |
| **Trade Union Representative:** | **Date:** |