**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)** | |  |
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| **Meetings (including whole school, department, business, SIP)** | |  |
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| **Professional Learning (including time for PRD, additional CPD to 35 hours personal, time for SIP which is not a meeting)** | |  |
| PRD | |  |
|  | |  |
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| **Quality Assurance (including time for tracking, monitoring, review of SIP)** | |  |
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|  | |  |
| **Other aspects not covered above** | |  |
|  | |  |
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|  | |  |
| **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**](mailto:qapaperwork@glasgow.gov.uk) **by no later than 23rd June 2023** | | |
| **Head Teacher:** | **Date:** | |
| **Trade Union Representative:** | **Date:** | |