

# Cockton Hill Infants' School

## Planning, Preparation and Assessment (PPA) Policy



**Headteacher: Tom Cuthbertson**  
**Chair of Governors: Bob Woods**

	<b>Date</b>	<b>Name</b>	<b>Position</b>
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<b>Reviewed</b>	23/6/2026	Tom Cuthbertson	Head Teacher
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## **Introduction**

The School Teachers' Pay and Conditions Document (STPCD) stipulates that all schools are required to provide teachers with at least 10% guaranteed Planning, Preparation and Assessment (PPA) time.

Early career teachers are entitled to 10% extra non-contact time than other classroom teachers in the first year after qualifying, and 5% extra non-contact time than other classroom teachers in their second year.

This key development is supposed to have a significant impact on raising standards and tackling teacher workload. This policy is meant to outline how PPA time will be implemented at Cockton Hill Infants' School.

## **Definition of PPA time**

Planning, preparation and assessment time is to be allocated to teachers on a regular basis. PPA time will be allocated to individual teachers equivalent to not less than 10% of their timetabled teaching time, in blocks of not less than 30 minutes. This time will be in timetabled teaching time i.e. not registration. This time is distinct from any other non-contact time and will be timetabled into the school programme.

When the class teacher is not teaching a class it will be the responsibility of the person taking the class to deliver specified work. However, the class teacher will continue to have overall responsibility for the learning outcomes of the class.

## **Definition of Specified Work**

Specified work includes:

- Planning and preparing lessons and courses for pupils
- Delivering lessons to pupils (including distance learning or computer aided techniques)
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupils

## **Strategies to be Employed**

We will employ a range of strategies to create PPA time as follows:

- Alteration of timing of school day to allow 1/2 hr. blocks for KS1/EYFS teachers.
- The utilisation of Higher Level Teaching Assistants (HLTAs) or specialist teachers to deliver specified work.
- All part-time teaching staff are legally entitled to PPA time on a pro-rata basis, which will be calculated from their specific timetabled teaching hours.

## **Exceptional Circumstances and Cover**

The importance of ensuring PPA time raises a number of issues which will be resolved as follows:

- In the event of scheduled training days, school holidays, and standard sickness absence, PPA time will not be rescheduled.
- If the teacher has asked to attend a voluntary course which occurs during PPA time, this will not be rescheduled. If the Headteacher asks a member of staff to attend a course or meeting which results in the loss of their PPA time, this must be rescheduled within a reasonable timeframe.

- In strict alignment with the statutory "rarely cover" principle, where the member of staff enabling PPA time to be provided is absent, the school will source external supply cover or utilise dedicated cover supervisors. Regular classroom teachers will not be routinely directed or expected to cover these absences.
- In the event of an emergency whole-school closure (e.g., severe weather), PPA time for that day is lost and will not be carried forward. If the school remains open, scheduled PPA time stands.

## **Principles**

- We are committed to the intentions of the Agreement and will seek to deliver it.
- We will aim to provide a suitable working environment and resources for PPA time.
- We will monitor the effects of the PPA provision on the standards achieved by pupils.
- Governors will be involved in the planning, provision and monitoring of the PPA scheme.
- We will monitor and report on the financial implications of the provision of PPA.

## **Operation of the PPA scheme**

- Staff may go off site for their PPA time in order to promote a work/life balance, although there may be occasions where the Headteacher asks staff to stay in school for a particular reason. This is at the discretion of the Headteacher.
- It is for the teacher to determine the particular priorities for each block of PPA time.
- All staff entitled to PPA time will normally be provided with a timetable on a termly/annual basis.
- PPA time will be given in whole meaningful blocks of time (minimum of 30 minutes).
- The Governing Body will review this policy annually.