

Templefield Lower School

Directed Time Policy



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Introduction

This policy is a statement of the amount of directed time to be worked and the days upon which it will be worked by a teacher (including unqualified teachers) at our school, as set out in the [School Teachers' Pay and Conditions Document \(STPCD\)](#).

Although this policy specifically sets out the directed time for teachers, it is recognised and greatly appreciated that teachers work at many other times throughout the year out of goodwill and a sense of professional pride and responsibility. This never goes unnoticed and ensures the school does the best that it can for all children.

Working hours

In section 2, part 7, paragraph 51.5 (p51) it states:

'A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the headteacher ... for 1265 hours, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.'

In relation to part-time staff, paragraph 51.6 (p51) states:

'Paragraph 51.5 applies to a teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1265 hours, which corresponds to the proportion of total remuneration the teacher is entitled to be paid ...'

The 1265 hours, or proportion of these hours, can only be directed on the 195 days a teacher must be available for work in any school year, of which 190 days must be days on which the teacher may be required to teach pupils in addition to carrying out other duties, and 5 days must be days on which the teacher may only be required to perform other duties.

In relation to part-time staff, paragraph 51.9 (p51) states:

'... no teacher employed part-time may be required to be available for work on any day of the week or part of any day of the week on which the teacher is not normally required to be available for work under their contract of employment ...'

Directed time does not apply to the headteacher or deputy headteacher, but these staff will be entitled to dedicated headship and leadership time to enable them to undertake their leadership roles.

In addition to the 1265 hours of directed time, paragraph 51.7 (p51) states:

'... a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.'

The school cannot determine how many additional hours must be worked or when these hours must be worked. This is for individual teachers to determine.

Directed time

The school considers the following to be included in directed time:

- Teaching time
- Staff meetings
- Assemblies
- Morning and afternoon breaks
- INSET days and CPD as directed
- Planning, preparation and assessment (PPA) time

- Cover
- After school meetings
- Extra-curricular activities
- Fulfilling leadership or management responsibilities
- Any directed activities that require the teacher's professional skills and judgement

The following are not considered as directed time:

- The reasonable additional hours necessary for a teacher to undertake their professional duties
- Time spent travelling to and from work
- Daily break (lunchtime)

Working day

Teachers should be in school and allow sufficient time to prepare for the beginning of the school day at 8:35am. Teachers are not required to stay in school beyond 3:40pm unless:

- There is a staff meeting / CPD session
- There is a Key Stage meeting
- A child from their class has not been collected
- They have a club responsibility
- There is a parent meeting / SEN review meeting
- There is an event that has already been arranged with prior notice
- There is an emergency

Daily break (lunchtime)

Teachers who are required to be available to work for more than one school session on any school day (i.e. morning and afternoon) will be allowed a break of reasonable length either between school sessions or between the hours of 12:00pm and 2.00pm. This does not count as directed time.

Headteachers and deputy headteachers are entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

Work/life balance

Governing bodies and headteachers, in carrying out their duties, must have regard to the need for the headteacher and teachers at the school to be able to achieve a satisfactory balance between the time required to discharge their professional duties and the time required to pursue their personal interests outside work.

In having regard to this, governing bodies and headteachers ensure that they adhere to the working limits set out in the [Working Time Regulations 1998](#). These regulations state that an employee cannot be asked to work more than 48 hours a week on average, normally averaged over 17 weeks.

Planning, preparation and assessment (PPA) time

All teachers are entitled to reasonable periods of PPA time. At least 10 percent of a teacher's timetabled teaching time will be provided for PPA which will be allocated in units of at least 30 minutes duration. A teacher will not be required to carry out any other duties during this time.

Management time

Teachers with leadership or management responsibilities will be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Directed time calendar

The following table shows the school's directed time calendar for the 2026/27 academic year.

Activity	Time directed	Hours per year	Notes
School day (includes 10 minutes before and after the school day)	8:35am – 3:40pm (less 60-minute lunch break) 6 hours 5 minutes per day x 190 days	1155 hours 50 minutes	Includes 10% PPA time

Activity	Time directed	Hours per year	Notes
INSET days 01/09/2026 02/09/2026 04/01/2027 12/04/2027 21/07/2027 (twilights)	INSET days: 9:00am – 3:30pm (less 30-minute lunch break) Twilight sessions: 3:45pm – 5:45pm (3 evenings per year) 6 hours x 5 days	30 hours	Dates for twilight sessions will be published at least one month in advance
Staff meetings (includes any trapped time before meetings start)	Tuesdays or Thursday: 3:45pm – 4:45pm (1 hour per week) 1 hour 5 minutes weekly x 36 weeks	39 hours 15 minutes	Change of day if necessary. No staff meetings in parents' evening weeks.
SLT meetings	Wednesdays: 3:40pm – 4:40pm (1 hour x 2 meetings per half term) 2 hours per half term x 6 half terms	12 hours	SLT only
Parents' evenings 13/10/2026 15/10/2026 09/02/2027 11/02/2027	4:00pm – 6:40pm 3 hours x 4 evenings per year	12 hours	Includes any trapped time before meetings start.
SEN review meetings	2 hours per term x 3 terms	6 hours	
Subject leadership time (excludes SLT who receive regular leadership time)	1 hour per half term x 6 half terms	6 hours	Time to carry out lesson visits or pupil voice should be arranged with the headteacher
Extra-curricular activities	8:00am – 8:45am / 3:30pm – 4:15pm 35 minutes x 6 weeks	3 hours 30 minutes	1 half term annually
Attendance at school events	Includes activities such as new parents' meetings, school discos, Christmas fayre etc.	6 hours	
Total directed time		1258 hours 35 minutes	
Allowance remaining from 1265 hours	Allocated at the headteacher's discretion during the year	6 hours 25 minutes (SLT – 25 minutes)	

If there is a gap between the end of the school day and the start of a meeting where there has not been time for a teacher to go home and return to work (e.g. staff meetings, parents' evenings etc.), this is referred to as 'trapped time' and is included as part of directed time.

Monitoring and review

This policy will be reviewed annually and any changes communicated to all relevant stakeholders.

Approved by governors: July 2026

Last reviewed: June 2026

Next review: June 2027