



Directed Time Policy

Date written	July 2024, <i>reviewed September 2025 to take into account longer school day and extra week of holiday</i>
Written by	Abigail Oliver Headteacher
Date ratified by governors	September 2025
Review date	September 2026

This policy has been updated following discussion and consultation with all staff. It seeks to meet requirements within the law, acknowledge the professionalism of our staff and have a degree of flexibility within it.

Woodlea Primary School currently employs both full and part-time qualified teachers. Part-time staff are also included in this policy, with their directed time being a percentage based upon the hours worked.

This is currently as follows:

0.4 = 506 hours

0.6 = 759 hours

0.7 = 885.5

0.8 = 1012

Time will involve staff meetings and training days as a percentage of the days worked, to be negotiated with staff individually.

BREAKDOWN OF 1265 HOURS FOR ALL FULL TIME TEACHING STAFF

Activity	Time (hours)
School Day when pupils are present, excluding lunch time. Includes all potential teaching time, registration, mid-session breaks, PPA time, assemblies etc.	
Morning session 8.30am-12pm (3.5 hours x 185 days)	647.50
Afternoon session 1-3.20pm (2.33 hours x 185 days)	431.05
INSET Days not including lunch (5.5 hours x 5 days)	27.5
Classroom Duties 15 minutes before and 15 minutes after school, for 185 days (not included in 5 days of INSET).	92.5
Parents' Meetings 3.30-6.30pm x 4 evenings	12
Class Welcome Meeting and preparation	1.5
After school events and meetings other than PDM	6
Professional Development meetings	37
Contingency for other events	9 hours 55 mins
Total	1265.00