



**PLANNING PREPARATION AND  
ASSESSMENT POLICY**

**[PPA]**

**REVIEWED BY SLT**

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**[2077/4]**

**NEXT REVIEW DATE : JULY 2026**

## **PLANNING PREPARATION AND ASSESSMENT POLICY**

As part of a national initiative to reduce the workload of teachers and raise standards in schools, a series of requirements were introduced by the Government in 2005. The national agreement requires all schools to ensure that teachers subject to School Teachers Pay and Conditions of Service received 10% Planning, Preparation and Assessment time (PPA).

The PPA entitlement relates to the taught timetable of each individual teacher and can only be allocated within their timetabled sessions.

The intention of the agreement is to support the continuation of the raising standards agenda.

This policy has been prepared and introduced in the Autumn term of 2016-2017 school year and has been regularly reviewed since then.

### **PRINCIPLES**

- We are committed to the intentions of the agreement and seek to deliver it professionally.
- We will value and develop the skills and experiences of our Teaching Assistants by offering them professional development opportunities in order that they can continue to contribute appropriately to the provision/delivery of PPA.
- We will monitor the effects of PPA provision on the standards achieved by our children.
- We will establish effective communication systems so that all teaching and non-teaching staff can contribute to the review and improvement of PPA implementation.
- Governors will be involved in the oversight of PPA implementation.
- The PPA policy will be available for all stakeholders to read.
- We will monitor and annually report on the financial implications of the provision of PPA when looking at the staffing structure for each academic year.
- PPA time will be in addition to any time allocated for leadership and management responsibilities and for those teachers with additional duties beyond their timetabled commitment.

### **OPERATION OF PPA TIME**

- PPA time should not include break times or assembly and be provided in blocks of not less than 30 minutes.
- PPA time can be provided in a block as long as it does not add up to more than a morning or afternoon a week.
- PPA is to be taken out of timetabled teaching commitments.
- Teachers will determine their own tasks to be undertaken during PPA time and this will be monitored on an ongoing basis by the Headteacher.
- Teachers may choose to use their PPA time to be engaged in collaborative activities but cannot be directed to do so.

- If PPA falls on an INSET day or a course that is attended by a teacher, then it is agreed that where possible the session will be moved to another slot.
- A strategy for PPA time has been chosen that is costed and sustainable.
- PPA can be taken off school premises.
- Where possible PPA cover will be carried out by HLTA's( Higher level Teaching Assistant)
- If supply teachers are used to cover PPA time then they should plan, prepare and deliver the lesson and mark any work the children have produced.
- Circumstances related to long term absences may require PPA time to be reviewed and amended.

## **MONITORING AND REVIEW**

The Headteacher monitors and reports to the Governing Body on the effectiveness of this policy on a regular basis and makes recommendations for further improvements.

This policy will be reviewed in accordance with the school's monitoring and review cycle. The Governing Body may, however, review this policy earlier than this in response to new regulations of if they received recommendations on how the policy might be improved.

***It is acknowledged that there may be times when greater flexibility is needed e.g. similar to the recent COVID 19 situation. Situations like this require quick adjustments to cope with staff absences and follow any new government guidelines regarding isolation***