



Directed Time Policy

.....
Signed – Chair of Governor

Dawn Laverick-Brown.....
Print Name

Date: November 2020

Review: November 2024

1. TEACHING STAFF

	Minutes per week	Hours per week	X 38 weeks	Total
Teaching & Duties				
Teaching	1120	18.6 hours	X 38	706.8 hours
Morning Break	100	1.6 hours	X 38	63.3 hours
Lunch supervision	150	2.5 hours	X 38	95 hours
Tutor	200	3.3 hours	X 38	125.4 hours
School meetings				
INSET days	300	5 hours	X 5	25 hours
Staff meetings (morning)	50	0.8 hour	X 38	31.6 hours
Staff meetings (end of day)	50	0.8 hour	X 38	31.6 hours
Public meetings				
Learning Review Days (on average)	n/a	3 hours per term	X 3	9 hours
TOTAL				1087.7 hours

Please note: 1265-1087.7 = 177.3 hours per year = 4.7 hours short per week

2. SOME STAFF

ECT meetings	9	x	1	60	540	9
New Staff induction	6	x	1	60	360	6

Some staff will volunteer to attend extra consultation meetings as part of their own professional development or interests/expertise.

Courses and meetings connected with the curriculum.

Field Trips and Activities connected with the curriculum.

It is recognised and greatly appreciated that colleagues work at many other times out of goodwill and a sense of professional pride and responsibility.

3. NON-DIRECTED TIME

Trips and visits unrelated to the curriculum or not specifically directed by the Headteacher. Courses and meetings not specifically directed by the Headteacher, Voluntary activities, Preparation and marking out of school hours.

4. PART-TIME STAFF

For part-time staff, the expectation will be to attend INSET days and meetings pro-rata of their full-time equivalent. **All staff, including part-time staff, are expected to attend our main event of the year: Year 11 leavers Day in June.**

GDPR stipulates that Directed Time Policy is personal/ sensitive data. Our school provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by means of this report. Requests for Data Subject Access should be made to our data protection officer Katie Harris (gdprkharris@gmail.com) or the Head Teacher Mr Kemp (head@batchwood.herts.sch.uk)