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## Directed Time Policy

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<b>Status</b>	Current Policy
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<b>Agreed by the Governing Board</b>	July 2025
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<b>Review Cycle</b>	Annually
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<b>Next Review</b>	July 2026
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<b>Lead Staff</b>	Lucy Taylor
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<b>Chair of Governing Board</b>	Alex Krutnik
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<b>Headteacher</b>	Jane Hatwell
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## Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

### *"Getting it right for every pupil"*

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

## Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

## Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

## Policy Rationale:

This policy aims to ensure that teachers directed hours do not exceed the 1265 per annum(FTE). The policy clarifies the planned dates / days and times for staff training, meetings and how additional hours are allocated for additional duties. Alongside this policy

we support teachers wellbeing through a variety of way, identified in the Staff Well-being Policy and Management of Stress At Work Policy.

The School Teachers' Pay and Conditions Document (STPCD) 2021 sets out the working time arrangements for teachers in maintained schools.

In section 2, part 7, paragraph 51.5 (page 48) 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 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 1,265 hours, or proportion of these hours, can only be directed on the 195 days per academic year that a teacher can be expected to be available for work. These comprise 190 days of teaching pupils and 5 days of non-teaching days.

In relation to part-time staff, paragraph 51.9 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 those paid on the Leadership Scale (Assistant Headteacher, Deputy Headteacher or Headteacher), but these staff will be entitled to dedicated headship and leadership time to enable them to undertake their leadership roles.

The table below outlines the maximum number of days and hours that a teacher can be directed to work, and the associated number of training days that they can be expected to attend, based on their contract:

<b>Contract (FTE)</b>	<b>Maximum number of working days</b>	<b>Maximum number of teaching days</b>	<b>Maximum number of directed hours</b>	<b>Expected number of INSET Days</b>
1	195	190	1,265	5
0.9	175.5	171	1,138.5	4.5
0.8	156	152	1,012	4
0.7	136.5	133	885.5	3.5
0.6	117	114	759	3
0.5	97.5	95	632.5	2.5
0.4	78	76	506	2
0.3	58.5	57	379.5	1.5
0.2	39	38	253	1
0.1	19.5	19	126.5	0.5

In addition to the 1,265 hours of directed time, paragraph 51.7 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”.*

However, the school cannot determine how many additional hours must be worked, and when these hours must be worked. This is for the individual teacher to determine.

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

- Teaching.
- Planning and preparing lessons.
- Communicating and consulting with parents (including parents’ meetings).
- Participating in performance management.
- Undertaking professional development (Staff development days).
- Participating in staff meetings.
- Cover for absent staff as required. In accordance with paragraph 52.7 of STPCD 2020, this requirement will be rare and only in unforeseen circumstances.
- If a teacher has a management responsibility, to undertake this role.

In relation to the PPA elements of directed time, Stone Bay school will allocate a minimum of 10% of timetabled teaching time for this.

Directed time does not include travelling to and from work and lunch break.

Although this policy specifically sets out the directed time for teachers, it is recognised and greatly appreciated that many colleagues 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 do for all children.

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., parents meeting, staff meeting etc.) this is referred to as trapped time, and is included as part of directed time.

The following page includes a breakdown of the school’s directed time budget for the academic year 2025/26.

## Directed Time Budget 2025/26

Activity	Time	Occasions	Total Hours
<b><i>School Day</i></b>  (Including teaching time, registration, mid-session breaks, PPA time, assemblies and 15 minutes before and after school day).	8.45am–3.45pm (less 60 minutes lunch break)  Total per day = 6 hours	190	1140 hours
<b><i>Staff Development Days</i></b>  01.09.25: 9am-4pm (30 mins lunch) 02.09.25: 9am-4pm (30 mins lunch) *28.11.25: 9am-4pm (30 mins lunch) 01.05.26: 9am-4pm (30 mins lunch) 01.06.26: 9am-4pm (30 mins lunch)	Total per day =  6.25 hours 6.25 hours 6.25 hours 7.5 hours 6.25hours	5	32.5hours
<b><i>Staff Meetings/ Training sessions</i></b>  Tuesday 3.45-5pm Thursday 3.45-4.15pm	1 hour 45 mins	38	66.5 hours
<b><i>Parents Meetings</i></b>  20.11.25 19.03.26 16.07.26	3.45-5.45 pm  1.5 hour per day	3	4.5 hours

<b>Annual Reports</b> <i>(This is additional to PPA time to reflect the demands of a SEND teacher)</i>	8 hours	1	8 hours
<b>Mandatory Training &amp; Team Debriefs</b> <i>(This may change according to the cohort within school- medical training, debriefing meeting with team)</i>	5 hours	5	5 hours
<b>Performance Management</b> <i>(e.g.Meeting with line manager)</i>	30 minutes	3	1.5 hours
<b>Contingency</b> <i>(Emergency care for a child who has not been collected on time, safeguarding incident, essential parent communication or home visit)</i>			7 hours
			<b>1265 hours</b>

\*28.11.25: 9am-4pm - Disaggregated into 3 twilights, 2 for online training to be completed prior to 28.11.25 and one twilight in Spring Term see below

Twilights:

Wednesday 17.9.25 3.45-5.45pm

Wednesday 15.10.25 3.45-5.45pm

Wednesday 04.03.26 3.45-6pm