



Directed Time Policy

Approved by: L.Sheldon
Last reviewed on: September 2025
Next review due by: September 2026

Date: 01.09.2025

Signed by: Roy Fisher (Chair of Governors)

Signed by: Jonathan Clucas (Head Teacher)

At Layton Primary School, we endeavour to provide all teachers with the best platform possible to enable them to excel in their roles. To achieve this, it is important that all parties are aware of and understand their contractual obligations. Directed time is the time where teachers are directed by their headteacher to be at work and available for work. Implementation of this policy will ensure that teachers are aware of their required duties and understand the school's provision for directed and non-directed time.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE 'School teachers' pay and conditions document' (STPCD)
- The Working Time Regulations 1998
- Equality Act 2010

This policy operates in conjunction with the following school policies:

- Staff Attendance Policy
- Teachers' Pay Policy

Roles and responsibilities

The Governing Body of the school, is responsible for:

- Ensuring the school has a policy outlining its provision for directed time, which is made in accordance with the necessary legislation and guidance.
- Liaising with the headteacher and delegating responsibilities to ensure that teachers are aware of the number of hours they are required to work during the academic year.
- Ensuring that provisions are in place to assign the duties that are to be performed by staff for their directed time.

The governing board is responsible for ensuring that the headteacher and teachers are 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 line with The Working Time Regulations 1998.

The headteacher is responsible for:

- Ensuring that this policy always complies with the latest version of the STPCD.
- Outlining the number of contracted days and hours where teachers are expected to be at work and available for work during the academic year.
- Outlining teacher responsibilities during directed time.
- Ensuring that all teachers are aware of this policy and that they are consulted on the creation of directed time statements or calendars.

- Ensuring all teachers have access to advice, training and developmental opportunities appropriate to their needs.

Teachers are responsible for:

- Being at work and available for work at such times and places specified by the headteacher, for the requisite number of days and hours outlined within their contract of employment.
- Being aware of the need to work such reasonable additional hours as may be necessary to enable the effective discharge of their professional duties.
- Attending compulsory meetings and events, e.g. parents' evenings.
- Always adhering to this policy.
- Understanding any directed policy statements or calendars and raising any concerns with the headteacher.

Working days and hours

A teacher employed full-time must be available to work for 195 days as specified by the governing board or, by direction, the headteacher. Of these:

- 190 days must be days on which the teacher may be required to teach pupils.
- 5 days must be days on which the teacher may only be required to perform other duties, e.g. administration and assessment duties, and INSET activities.

A teacher employed full-time must be available to perform such duties at such times and places as may be specified by the employer or headteacher for 1265 hours – these hours will be allocated reasonably throughout the days on which the teacher is required to be available for work.

The guidance for full time working days and hours also apply to a teacher employed part-time, except, that the number of days/ hours worked will be based on the 'pro rata principle' – i.e. teachers must be available for work for the proportion of 1265 hours that corresponds to the proportion of total remuneration the teacher is entitled to be paid, e.g. a part-time teacher with a contract equivalent to half that of a full-time teacher will have a directed time of half the number of hours.

Guidelines for directed time

Responsibilities considered part of directed time include:

- Teaching time
- Staff meetings
- Assemblies
- Morning and afternoon breaks
- INSET days and CPD as directed

- PPA
- Cover
- After school meetings
- Extra-curricular clubs
- 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 to discharge their professional duties.
- Time spent travelling to and from work
- Daily break (lunchtime)

In addition to directed time, teachers will work such reasonable additional hours as may be necessary to effectively carry out their professional duties, e.g. planning and preparing lessons, assessing and reporting on the progress of pupils.

The employer cannot determine how many of these additional hours must be worked, nor when these hours must be worked.

Teachers will not be required to work at the weekend or on public holidays unless their contract of employment expressly states this.

Teachers will be required to take a 30-minute midday supervision x 1 per week.

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 other duties during this time.

Teachers who are required to be available to work more than one session on any school day (i.e. morning and afternoon) will be allowed at least one 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.

Teachers serving an induction period must not teach for more than 90 percent of the time that a teacher at the school not subject to The Education (Induction Arrangements for School Teachers) Regulations 2012 would be expected to teach.

As teachers will welcome valuable CPD, it is strongly recommended that every effort is made to attend the first two INSET days of each academic year where the school vision and development plans are set out. If these do not fall on a usual working day, part-time teachers will be entitled to additional payment.

The headteacher will decide when a part-time teacher may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available for work.

Staff should be in school and allow sufficient time to prepare for the beginning of the school day at 8.35am. Staff are not required to stay in school beyond 3.35pm unless:

- There is a staff meeting / CPD session

- There is a Key Stage meeting
- A child from their class has not been collected
- A member of staff has a club responsibility
- There is a parent meeting / SEN Review Meeting
- An event that has already been arranged with prior notice
- An emergency

Monitoring and review

This policy will be reviewed annually by the headteacher. The next review date for this policy is 1st September **2026**.

Activity	Time Directed	Activity Total Time	Notes
School Day	Daily Supervision / Teaching Requirement 8.35am – 3.35pm (less 60-minute lunch break*) 6 hours x 190 days	1159 hours	This provides sufficient time for supervising children and dismissing at the end of the school day. This includes 10% PPA time. NB. Provision for key stage meetings, SCIP groups, leadership time (where applicable) & free time during praise assembly during school day. * Includes 30 min lunch duty (incl. duty meal) one day per week

Activity	Time Directed	Activity Total Time	Notes
5 INSET Days	9.00am – 3.00pm (less 30-minute lunch break)	27.5 hours	
Weekly Staff Meetings	Wednesdays 3.35pm – 4.35pm	38 hours	Assumed every week in term-time
Parents Evenings	2 events per academic year Max 3.35pm – 7.30pm	8 hours	
Sharing SEN learning plans	1 hour x 3 terms	3 hours	
Subject lead time	1 hour per half-term	6 hours	
Extra-curricular Club	1 half-term (6 weeks) annually	6 hours	
Attendance at School Functions	To be allocated during year	6 hours	School discos, Christmas Fair etc.
Total Directed Time		1253 hours	
Allowance Remaining from 1265 hours (Allocated at HT discretion during year)		12 hours	

This will apply to part-time teachers on a pro rata basis.