



This Policy aims to set out the rationale behind and the practicalities involved in the provision of Planning, Preparation and Assessment (PPA) time for teachers at Christ Church School.

Our vision

This is the agreed vision statement of Christ Church School:



Christ Church School, Hampstead

A village school in London inspiring *life in all its fullness*

Jesus, The Good Shepherd, promises 'life in all its fullness'. (JOHN 10:10)

At Christ Church we believe every child and adult in our school should be able both to experience life in all its fullness now and to aspire to life in all its fullness in the future.

We all seek to inspire life in all its fullness for all in the school through:

- ensuring a **safe, welcoming and inclusive environment** for children and adults, where everyone is valued and has the opportunity to contribute and flourish;
- the pursuit of **academic excellence** in all areas, with a determined desire for each child to make the best possible progress as a result of high aspirations, hard work and the development of a personal love for learning alongside the highest-quality teaching and support;
- offering the widest possible **breadth of curriculum** both within school and through extra-curricular activities, enriched by the vast range of opportunities locally and across London;
- **creativity and positivity** in all we do, mixing innovation with tradition;
- planned and spontaneous opportunities for **spiritual development** through reflection, discussion and harnessing curiosity, as well as the provision, at the heart of our school life, of daily opportunities for prayer and worship;
- the development and modelling of **strong, positive and loving relationships**, with peers, amongst the school community and in the wider community;
- the promotion of **respect and compassion for ourselves and for all others**, by cultivating positive emotional and physical well-being, by celebrating the diversity within and outside our school and by encouraging all of us to be empowered global citizens, guided at all times by the example of Christ's compassion alongside the UN Convention on the Rights of the Child;
- engendering a **sense of community and responsibility** for others and for our local and global environment and enjoying working together towards our common goals and expecting and valuing contributions from all.

Our vision comes to life through the school's five shared Christian values of **compassion, creativity, courage, simplicity and community**.

Our teaching staff team is a vital part of our school community and the provision of PPA time, as set out in this policy, is one way we that support our vision for *life in all its fullness* for our staff members, supporting them to achieve an appropriate work-life balance, as well as do their best for all the children in the school. This policy also supports our vision for life in all its fullness for the children in school by setting out how we maintain high-quality teaching and learning while class teachers' PPA time takes place.

Rationale

Paragraph 52.5 in the *School Teachers' Pay and Conditions document (2025 and updated annually)* sets out the statutory requirements for the provision of PPA time to teachers.

52.5. All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time as part of the 1265 hours, referred to in paragraph 51.5 or pro rata equivalent (as the case may be) to enable the discharge of the professional responsibilities of teaching and assessment. PPA time must

be provided in units of not less than half an hour during the school's timetabled teaching week and must amount to not less than 10% of the teacher's timetabled teaching time. Where reasonably appropriate and agreed by both the individual teacher and the headteacher, PPA can be taken in one weekly unit and it can be taken away from the school site. A teacher must not be required to carry out any other duties during the teacher's PPA time.

Principles which underpin our provision of PPA time at Christ Church

At Christ Church we believe that PPA time is an important part of a teacher's working time and that it can be used to complete many of the tasks which are necessary to support the high-quality teaching and learning which is the expectation at all times at the school, while helping to maintain an appropriate work-life balance for teachers. We are committed to both providing teachers with their entitlement to PPA time and at the same time to providing high-quality teaching and learning experiences to their classes at all times, including during cover for PPA time.

What teachers can expect at Christ Church

At Christ Church we want teachers to make the best possible use of their PPA time to aid the children's learning and to this end we are committed to the following principles about what teachers can regularly expect.

- 10% of their time-tabled teaching time as PPA time
- PPA time to be given each week
- The majority of PPA time to be given in one, uninterrupted block
- PPA time to be covered by suitable, qualified teachers who will plan, teach, resource, mark (according to the school's marking policy), assess and report on the discrete lessons taught during PPA time
- A suitable, quiet workspace with computer and internet access to use uninterrupted during PPA time
- If a teacher is absent from school on the day on which their PPA time is regularly given because of a planned activity (e.g. training, trip) and the SLT has been informed of the timetable clash, the school commits to rearrange the PPA time to another time during the week
- If a teacher is unexpectedly absent on the day on which their PPA time is regularly given (e.g. sickness), the school does not commit to reschedule the PPA time.
- If the teacher who provides cover for the PPA time is unexpectedly absent (e.g. sickness), the school commits to provide the PPA time, although the timing of the PPA time may need to be rescheduled. The rescheduled PPA time should take place within a week and, wherever possible, within the same school week.

Teachers should recognise that in our busy school and in emergencies some of these expectations may not be met and they should show understanding and flexibility if this occurs. The school will make every effort to provide the PPA time as set out above or to make alternative arrangements within a reasonable amount of time.

PPA arrangements may change in the first or last weeks of terms, especially if these are part weeks, or weeks with INSET days. Teachers will be informed if this is the case in good time.

Part-time teachers (or teachers who only teach a proportion of the school week) are entitled to PPA time on a pro rata basis according to their teaching hours worked. Their expectations are the same as above, with the exception that their PPA time may regularly be provided in more than one block, although all blocks will be of at least half an hour.

A current timetable which outlines PPA arrangements is available – current timings and calculations are attached at Appendix 1.

The Head teacher will

- determine who is appropriate to carry out which elements of PPA cover and ensure that appropriate supervision of that member of staff is in place when carrying out those activities. The Head must be satisfied that they have the skills, expertise and experience to carry out the specified work
- ensure that all staff understand the school's policy on PPA time
- ensure that all staff leading classes are aware of their responsibilities relating to safeguarding, health and safety and the duty of care towards pupils
- be responsible for decisions on the deployment of staff to provide cover if a member of staff timetabled to release teachers for PPA is absent

- ensure that all adults working with pupils will have appropriate DBS and vetting checks in accordance with the school's safeguarding policy
- ensure that the school's insurance policy covers the member of staff to a level appropriate to the work they are undertaking.

What is expected of teachers at Christ Church

- Teachers should use their PPA time constructively to complete tasks which support the teaching and learning of pupils.
- Teachers should develop time management and organisation skills to help them use PPA time as constructively as possible. Where appropriate, they should seek and be allowed to participate in professional development opportunities through the school's performance management processes to aid them in developing in this area.
- Teachers should generally stay in the school building during PPA time, unless specifically agreed with the head teacher – we are a small staff team and it is helpful for staff members to remain in school to assist in an emergency.
- Teachers should inform SLT of any potential implications for PPA time because of courses or trips as far in advance as possible in order that alternative arrangements can be made in good time. Teachers should also check that these alternative arrangements have been put in place.
- Teachers should make time to liaise with teachers who cover PPA time so that they can pass on any relevant important information about the pupils including individual pupils' needs and class routines.

There may be some emergency circumstances when teachers may not be able to fulfil these expectations. In these cases, they should discuss their use of PPA time with the Head teacher who will show understanding and flexibility towards reasonable requests.

What pupils can expect

At Christ Church we believe all teaching and learning should be of the highest quality possible and that class teachers should be teaching their own classes as much as possible. While their class teachers are given PPA time pupils can expect the following:

- High-quality teaching led by suitable, qualified teachers
- The same teacher or teachers teaching them each week, who get to know them well
- Continuity and progression in a series of lessons and across the term and year so that they make good progress in their learning
- Teachers who cover PPA time to pass on any important, relevant information about them to their class teacher (and vice versa)

Monitoring of this policy

The Governors staffing committee have the responsibility to monitor that PPA time is being provided in accordance with this Policy and the current School Teachers Pay and Conditions Document and to evaluate the impact that this Policy has on both the teaching and learning at Christ Church School and the experience of teachers. In evaluating and monitoring this Policy they should always be mindful both to the statutory entitlement of teachers to PPA time and to the provision of the highest possible teaching and learning for all pupils at the school.

This policy will be reviewed at least every three years to ensure it is still an accurate reflection of how PPA time is organised at Christ Church and of best practice.

Most recent review: November 2025

Appendix 1

Current class times and PPA calculations

Reception/KS1 timetable

Times	Activity	Teaching time
8.50 – 10.00	Registration Lesson 1	1 hour 10 mins = 70 mins
10.00 – 10.20	Assembly	-
10.20 – 10.35	Break time	-
10.35 – 12.00	Lesson 2	1 hour 25 mins = 85 mins
12.00 – 1.00	Lunch	-
1.00 – 2.00	Registration Lesson 3	1 hour = 60 mins
2.00 – 2.10	Break time	-
2.10 – 3.20	Lesson 4	1 hour 10 mins = 70 mins

Total daily teaching time = 4 hours 45 mins = 285 mins

Total weekly teaching time = 23 hours 45 mins = 1425 mins

10% PPA time = minimum 142.5 mins = 2 hours 22.5 mins = round to 2 hours 25 mins minimum

KS2 timetable

Times	Activity	Teaching time
8.50 – 10.00	Registration Lesson 1	1 hour 10 mins = 70 mins
10.00 – 10.20	Assembly	-
10.20 – 10.35	Break time	-
10.35 – 12.30	Lesson 2 Lesson 3	1 hour 55 mins = 115 mins
12.30 – 1.30 (or 12.20 – 1.20)	Lunch	-
1.30 – 3.20	Lesson 4 Lesson 5	1 hour 50 mins = 110 mins

Total daily teaching time = 4 hours 55 mins = 295 mins

Total weekly teaching time = 24 hours 35 mins = 1475 mins

10% PPA time = minimum 147.5 mins = 2 hours 27.5 mins = round to 2 hours 30 mins minimum