



# **Greenfield Primary School**

## **AMPLIFICATION POLICY**



Leicestershire Traded Services

# Amplification Policy for Greenfield Primary School

Version Number:

v2.0

Date Last Amended:

04092015

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It will be reviewed on:

01092018

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## Scope

This policy applies to Teachers and Head teachers / Principals (*and within this policy will be referenced as employee(s)*), based in Schools, Colleges or Academies (*and within this policy will simply be referenced as School(s)*).

The provisions of the paragraphs below shall not apply to posts on the Leadership Pay Range, for further clarification please refer to the School Teachers' Pay and Conditions Document (STPCD).

## Purpose

The purpose of this document is to set out and update the amplification of the School Teachers' Pay and Conditions Order (the Order). The provisions of the Order itself will continue to apply; this document explains how those provisions will be implemented, in detail, in Leicestershire.

The Order requires that a teacher employed full-time must be available for work for 195 days in any school year, of which 190 days are to be days upon which the teacher may be required to teach pupils and perform other duties.

Within that school year, the teacher is required to be available to perform such duties at such times and such places as may be specified by the Headteacher (or, where the teacher is not assigned to any one school, by the employer or the Headteacher of any school in which the teacher may be required to work) for 1265 hours, those hours to be allocated reasonably throughout those 195 days. Such changes need to be reasonable and agreed prior to any changes that take place.

In addition to the 1265 hours, 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.

For clarification about part-time teachers, please refer to the relevant paragraph below or STPCD.

Put simply, this document explains how the total 195 days and 1265 hours will be applied and what will count, and not count, towards the 195 days and 1265 hours (see Appendix 1).

For related guidance please refer to:

- (a) STPCD
- (b) Leave of Absence Policy

- (c) Guidance on the Arrangements for Short Term Cover and PPA Provision by Teaching and Classroom Support Staff

## Definition of Terms

The following terms are used in this document:

- (a) “Teacher’s Year” means 195 days, not necessarily consecutive, in the school year, made up of 190 days for teaching and performing other duties (“teaching days” and another 5 days for other duties or activities (“other days”). The determination of school term dates being in accordance with the process agreed by the County Council for maintained schools, of which academies currently may also adopt.
- (b) “Directed Time” means time which counts towards the total of 1265 hours and will consist of “Core Time” and “Extended Time”.
- (c) “Core Time” means the basic time for which all teachers will be required to work and includes any or all of the following:
- i) the Pupils’ School Day;
  - ii) 10 minutes before the start and after the end of the pupils’ school day and 5 minutes at the start and end of the mid-day break.
  - iii) time taken for any reasonable supervisory or security duties outside the periods mentioned in i) and ii) above; and
  - iv) any time within the Pupils’ School Day required for attendance at a Governors’ Meeting as a teacher Governor;
  - v) time within the Pupils’ School Day that is allocated as guaranteed PPA time. Such time will constitute a minimum of 10% of every teacher’s individual timetabled teaching time, including those paid on the Leadership Pay Range
  - vi) time within the Pupils’ School Day when a teacher is required to cover for an absent colleague. This will be rarely and more detailed guidance is available in the Guidance on Arrangements for Short Term Cover and PPA Provision for Teaching and Classroom Support Staff.
  - vii) time within the Pupils’ School Day that is allocated as induction time for NQTs in their first year of teaching. Such teachers must have a reduction of 10% of their teaching timetable in relation to other teachers in their school/college.
  - viii) leadership and management time within the Pupils’ School Day for teachers on the Leadership Pay Range with management

responsibilities to undertake activities relating to the achievement of those responsibilities.

- ix) Any additional non-contact time.
- (d) “Extended Time” means the specific period of time agreed with the Headteacher/Principal and taken for any of the following activities which the Headteacher/Principal has agreed, in consultation with the teacher, should count towards the Directed Time:
  - i) meetings associated with teachers’ professional duties, including staff meetings, parents’ meetings, departmental meetings, Continued Professional Development (CPD) meetings with appropriate external agencies and meetings with examination boards, etc;
  - ii) attendance outside the Pupil’s School Day at a Governors’ Meeting as a Teacher Governor.
  - iii) teachers may, however, be required to conduct practical and oral examinations in their own subject area and to undertake the preparation of pupils and those aspects of assessment, recording and reporting associated with external examinations, which require the professional input of a qualified teacher (STPCD Section 2, Part 7)
  - iv) exams finishing beyond the ‘normal student/school day’.
  - v) sports fixtures and other extra-curricular activities; any paid activities are not part of extended time (STPCD Section 3)

Any evening activity which counts towards extended time should normally have a known finishing time, agreed beforehand. In fixing the time of evening activities account will be taken of School/College and community needs and expectations.

- (e) “Pupil’s School Day” means the period which pupils attend the school for registration, assembly and teaching, including any mid-session breaks; for maintained schools any such change to the school day will in any event require the prior consent of the Local Authority, under the Education Act 2002, section 32.
- (f) “Notional School Day” means a notional period of 6½ hours and is used below for certain limited purposes associated with leave of absence and non-residential field courses and educational visits.

## Travel & Breaks

Time spent in travelling to and from the place of work will not count towards Directed Time nor will any break between the working day and any evening activity unless it has been agreed that the time involved counts towards Directed Time. (Consideration should be given as to whether the amount of time involved constitutes “trapped” time

rather than time for a “reasonable” break to be taken. Where the amount of time is “trapped” this should be counted towards directed time.

## Residential Field Study Courses and Educational Visits for Pupils and Students

Residential courses and visits are either “eligible for credit” or “voluntary”. These courses and visits which are “eligible for credit” are those which are:

- either (a) considered to be a requirement of an examination course
- OR
- (b) considered to be essential to the school’s/college’s curriculum

by the Headteacher/Principal in consultation with the teaching staff and in accordance with any Directions of the Authority/School.

**Courses and Visits** – time spent on weekdays and weekend days will count towards Directed Time. Each teacher who accompanies or leads such a residential course or visit, will be credited with 9 hours of Directed Time for each full day. In addition, a further notional period of 15 hours will be allocated for each night away from school/college; these notional 15 hours recognise the need for extended supervision generally and for a member of staff to be “on call” at night and will be distributed equitably amongst the teachers accompanying the pupils to supplement the basic entitlement of 9 hours.

**“Voluntary” Courses and Visits** – undoubtedly voluntary courses and visits will take place but credit will not be given for such courses and visits. Within the 195 days such courses and visits will be credited at 6½ hours per day.

## Non-residential Field Study Courses and Educational Visits for Pupils and Students

**“Eligible for Credit” Courses and Visits** – a teacher who accompanies or leads such a course or visit can be credited with the time taken or 9 hours, whichever is the least amount.

## The Mid-day Break

In accordance with STPCD, no teacher may be required, under their contract of employment as a teacher, to undertake midday supervision.

A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm. Employees on the Leadership

Pay Range are entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

## The “Other” 5 Days

Each of the “Other” 5 days shall count as 6 hours each.

In accordance with County Council Policy, one of the 5 days is to be used in every school for a preparation day immediately prior to the beginning of the new school year for individual teachers. Two days are at the beginning of the autumn term, one at the beginning of the spring term. The remaining two days will be used on dates agreed by the Headteacher/Principal after consultation with the teaching staff, and after taking into account the school and community needs and expectations. At least two of the remaining four days will be used for whole school in-service activities and curriculum planning for the teaching staff; any remaining days may be spent on special activities by individual teachers.

## Activities Outside 195 Days

The Authority recognises that some activities may take place outside the 195 days but such activities will only count as “Extended Time” activities if they are agreed requirements of an examination course or are otherwise agreed by the Headteacher/Principal as “Extended Time” activities.

If activities of the kind mentioned above take place at the weekend, Governing Bodies and Head teachers should ensure that they adhere to the working limits set out in the Working Time Regulations 1998 (para 20 – Unmeasured Time).

## Part-time Teachers

The conditions set out above shall apply pro-rate to the proportion of the working year or day for which the teacher is employed in accordance with “Purpose” paragraph above. It may be considered that part-time teachers should be expected to attend the relevant proportion of meetings and training days in accordance with their contract. This should be discussed with any part-time teachers concerned, but it is recommended that due regard be given to the flexibilities available when scheduling such events.

## Supply Teachers

Supply teachers employed for single days or individually contracted by a school (but not through a Private Agency) are required to work core time.

## Time Budget - Example

**NB** *These activities and times are illustrative only; their purpose is to give examples of a “time budget” which may be recorded between the Headteacher/Principal and the teaching staff.*

| <b>PRIMARY</b>  |   |                             | <b>SECONDARY</b>  |   |                            |
|---|---|-----------------------------|---|---|----------------------------|
| Morning Session<br>a.m. = 3 hours<br>x 190  | = | 570                         | Morning Session<br>a.m. = 3 hours<br>40 mins x 190  | = | 696hours<br>40 mins        |
| Afternoon Session<br>p.m. = 2 hours, 15 mins<br>x 190                                       | = | 427hours<br>30mins          | Afternoon Session<br>p.m. = 2 hours<br>x 190  | = | 380                        |
| 10 mins before and after school day; 5 mins beginning and end mid-day break = 30 mins x 190 | = | 95                          | 10 mins before and after school day; 5 mins beginning and end mid-day break = 30 mins x 190 | = | 95                         |
| Parents' Evening <b>2.5 x 4</b>   | = | 10                          | Parents' Evening <b>2.5 x 7</b>   | = | 17hours<br>30 mins         |
| Staff Meetings<br>1 x 38  | = | 38                          | Staff Meetings<br>1 x 38  | = | 38                         |
| <b>Other Activities</b>   |   | <b>94 hours<br/>30 mins</b> | <b>Other Activities</b>   |   | <b>7 hours<br/>50 mins</b> |
| <b>1235</b>   |   |                             | <b>1235</b>   |   |                            |
| Teacher Days<br>6 hours x 5   | = | 30                          | Teacher Days<br>6 hours x 5   | = | 30                         |
| <b>TOTAL</b>  |   | <b>1265</b>                 | <b>MAXIMUM TOTAL</b>  |   | <b>MAX 1265</b>            |



## Supply Teachers – General Conditions

Supply teachers are paid on an hourly rate if they work for less than a day or a daily rate if they work for one or more days.

Supply teachers engaged at these rates will be expected to carry out, as far as possible, both the teaching responsibilities and the general duties of the absent teacher. They would also be expected to follow the existing pattern of the school day according to the Leicestershire Amplification.

The rate of pay for these is based on a notional 6.5 hour day, which incorporates time for consultation with other members of staff about the supply work at the beginning and end of the supply session, as well as contact time (see note 3 below).

It is expected that schools will use this additional time to brief the supply teacher on the work that will be expected of them. The precise nature of the teaching, the availability of teaching material, whether work has been set by the absent teacher, and any additional duties required **should be explained and agreed at the time of engagement**.

## Payment of Supply Teachers – Calculation of Pay

Daily Rate -  $1/195 \times$  Full Time rate of salary.

Hourly Rate –  $1/1265 \times$  Full Time rate of salary.

Full time rate of salary is the incremental point on the Main Scale to which individual teachers are entitled by reference to previous service and qualifications, i.e. not a spot rate of salary.

Heads should record the period actually worked by the supply teacher, including teaching and non-teaching time, subject to a maximum of 6.5 hours per day (see note 3).

The precise balance between teaching and non-teaching time will vary, but as a rule of thumb every hour of teaching time will attract 20 minutes of non-teaching, directed time within the maximum of 6.5 hours per day.

Where the timetabled day of the school is greater than 5 hours, then the general principle of adding directed non-teaching time to teaching time should still be used but the 3:1 ratio of teaching time to non-teaching time used in the example below will have to be adjusted. The total of teaching and directed non-teaching time must not exceed 6.5 hours per day.

## Examples

| TEACHING TIME | DIRECTED NON-TEACHING TIME | BASIS OF PAYMENT                               |
|---------------|----------------------------|--|
| 1 hour        | 20 minutes                 | $\frac{1.33}{1265}$ x Full time rate of salary |
| 1.5 hours     | 30 minutes                 | $\frac{2}{1265}$ x Full time rate of salary    |
| 3 hours       | 1 hours                    | $\frac{4}{1265}$ x Full time rate of salary    |
| 5 hours       | 1 hour 30 mins             | $\frac{6.5}{1265}$ x Full time rate of salary  |

| Version | Date   | Comment  |
|---------|--|----------|
| V1      | Date created: 1/6/2022<br>Review date: June 2025 | A Gordon |