

2025-2026 Directed time calculation (1265) for teaching staff

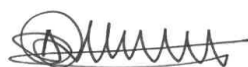
No	Description	Week/Days	Times	Hours	Calculation	Total
1	Core contact time (time spent in front of pupils including PPA/ECT/MT allocation)	38 weeks	0830-1515	6.75	190days x 6.75hours	1282.5
2	Professional Development Day	5 days	0830-1515	6.75	5Days x 6.75hours	33.75
3	AH directed responsibilities	38 weeks	After school	0.75	38weeks x 1day x 0.75hour	28.5
4	Staff CPD – where meetings are outside the core contact time	38 weeks	After school	1.0	38weeks x 1day x 1hour	38
5	SUB TOTAL DIRECTED HOURS					1382.75
6	Lunch break	39 weeks	As per rota	0.75	39weeksx5daysx0.75hour	146.25-
7	Thank you, day	1 day (min)	normal	7	7hours - 0.75 lunch	6.25-
8	TOTAL DIRECTED HOURS					1230.25
9	BALANCE IN LIEU					34.75

An adjustment has been made to the 1265 timetable as school leaders report that they currently have 1 hr CPD per week and have not been using the 30-minute staff meeting time.

The 0.75 hour / week directed time allows AH to combine time over two or 3 weeks to enable staff to complete tasks such as writing CPD, EHCP, updating behaviour plans etc without staff requesting additional cover or time for such tasks

Unless otherwise planned, there is a general expectation that teaching staff will be on site daily completing directed and non-directed/professional tasks, between 0815 and 1615. This is a guide, leaders should monitor the attendance, ability of teaching staff to complete work tasks within this reasonable timeframe. Well-being of staff is important to us; leaders and teachers should identify quickly concerns and agree workable approaches.

Yours faithfully



Andrew Aalders-Dunthorne
CEO