



SEATHORNE
PRIMARY
ACADEMY

1265 Hours Directed Time Statement

September 2024

Teachers Directed Time 1265 Hours – The Academy Statement

Directed Time does **not** apply to Heads of Academy, Principals, and Deputy Principals, Assistant & Associate Principals or Advanced Skills teachers. These employees are required to work in accordance with the expectations of undertaking duties to complete the work of the academy.

It **does** apply to full time teachers. Teachers who are part time have Directed Time in proportion to their part time hours:

(e.g.) A teacher contracted for 0.5 FTE would have 632.5 hours of Directed Time

Directed Time must be taken during the 195 days per academic year that full time teachers are available to work, pro rata for part time teachers. Pupils attend our academy for up to 190 of those 195 days. The remaining 5 days are INSET Professional Development Days (Inservice Training Days) or “Twilight” after-school sessions to make up the equivalent time.

What is included in Directed Time – 1265 Hours? This includes:

- Teaching
- Planning and preparing courses and lessons
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Promoting the general progress and well-being of pupils in their care
- Overseeing Break times (but not lunchtimes, although we recognise that when urgent help is needed, individuals sometimes agree to assist)
- Making records and creating reports on the needs of pupils
- Communicating and consulting with parents
- Communicating with bodies outside of school as necessary
- Participating in Performance Management Review & Targets Meeting
- Undertaking professional development
- Participating in meetings including after school, which relate to curriculum, administration or organisation
- Cover for absent staff if required up to a maximum of 38 hours (subject to the no detriment conditions of the School Teachers Pay & Conditions) per academic year
- Anything else which teachers are directed to do which requires their professional skills.

What is not included in Directed Time – 1265 hours?

- Travelling to and from work
- Lunch Break

Teachers Directed Time
1265 Hours – Seathorne Primary Academy Allocation

We are required by statute to publish our ‘1265 Hours’ statement and allocation of the hours at our academy. The following table breaks down the proportion of time allocations for the different aspects of schoolwork.

Area	Occasions	Hours	Totals
Teaching Days 8:30am to 3:30pm	190 Days	6 hrs (1 hour not included for lunch)	1140 hrs
Staff CPD / Training Days NOTE; due to the additional half-term week in the Autumn term, training days will generally be aggregated across Twilight training hours	5 Days	6 hrs If taken as Twilights, one training day equates to 3 x 2 hours usually from 3:30-5:30, planned in advance.	30 hrs
Teacher Development Meetings (TDMs) 3:30pm to 4:45pm	36 Weeks	1.25 hrs	45 hrs
Parents Evenings NOTE: autumn & spring terms, then time allocated to discuss end of year reports in summer term.	5 Evenings	2.5 hrs	12.5 hrs
Report Writing	1 Day	6 hrs	6 hrs
Curriculum Development Time For Subject leaders 3:30pm – 5:00pm	6 Weeks	1.5 hrs	9 hrs
Clubs	12 weeks	0.75 hrs	9 hrs
Break Time Duty	39 Weeks	0.25 hrs	9.75 hrs

Total: 1261.25 hrs

Total remaining: 3.75 hrs

Teachers with senior additional responsibility such as SENDCo or senior teacher in the SLT, will also be expected to participate in a programme of Leadership Team time throughout the year. This might include for example, planning meetings, monitoring activities such as book looks, or training. We will aim to not exceed the time outlined below.

Area	Occasions	Hours & Mins	Totals
Senior Leadership Team Time, (Incorporating the 9 hrs Curriculum Leadership Time listed above for subject leaders)	32 Weeks	1.5 hrs	48 hrs

For both class teachers with responsibility for curriculum areas (Curriculum Leaders) and those who form part of the Leadership Team, we will endeavour to provide release time throughout the year for those related activities during the working school day. Priority is given to those areas identified as the key focus in our Academy Improvement Plan.

The 'Teaching Day'

Work that falls into the working day includes:

- Assemblies
- PPA Time
- ECT Time
- Performance Management Meetings and Reviews
- Briefings

Teacher Development Meetings (TDMs)

These generally take place on a Tuesday evening from **3:30pm to 4:45pm**. The meetings can take a number of formats including:

- Remote training options – sometimes this is to access the training
- Curriculum based activities
- General staff training – for example, Subject Leader professional development, or training in Marking and Feedback, retrieval practice or Physical Activity assessment.
- Independent activity – SLT led
- Partnership work with another school, academy or agency, or support staff colleagues

Twilight Hours

Following consultation in 2020, the Greenwood Academies Trust staff agreed to convert training days into a second week of Half-Term break in the Autumn Term - those days still count as paid and contracted working time, and has been converted for the most part, into Twilight Training time.

Staff are required to work this time.

Twilights at Seathorne will generally be run from 3:30-5:30 on dates planned through the school year. Sometimes, LSA might be asked to use some of this time, in 1-hour increments, for Team training or workshops, or assisting with learning displays etc. Again, this would be broadly agreed in advance although the detail might then be agreed at a class-team level.

The school tracks the use of twilight time for each member of staff to ensure that their time is covered, and that any extra training time can be recompensed.

The information tracking twilight time is held by the school HR contact and Principal and can be provided to individual staff whenever they ask to see it.

There may be occasions when LSAs Twilight Hours are completed earlier in the year, and yet they attend training for additional hours (outside their normal working hours). These hours can be claimed for, through the normal process for additional hours worked, or could be requested as TOIL for exceptional reasons as per the guidance in the Cover Supervision Policy for Seathorne, agreed February 2022 and up for review in February 2025.