



## Thameside Primary School: 1265 hours guidance for staff

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Overseen by Governors: September 2018

Review date: September 2021



Please cross reference with the School **Teachers' Pay and Conditions Document (September 2018)** with particular reference to paras 51.2 to 51.12 inclusive

1265 hours refers to the time that can be directed by the Head teacher

- Weekly teaching time = 32 hours and 30 minutes
- Meeting times are 1 hours 30 minutes weekly; usually consisting of 1 staff meeting (90 mins) or 1 phase meeting (30 mins) followed by a working party meeting (60 mins)
- 1 hour working party research or follow up
- This leaves 30 hours per week, or 6 hours per day

Foundation Stage	Key Stage 1	Key Stage 2
8.40 am – 10.30 am	8.40 am – 10.30 am	8.40 am – 10.30 am
10.30 am – 10.45 am	10.30 am – 10.45 am	10.30 am – 10.45 am
10.45 am – 12.05 pm	10.45 am – 12.20 pm	10.45 am – 12.35 pm
12.55 pm – 3.30 pm	1.10 pm – 3.30 pm	1.25 pm – 3.30 pm

Break time is included in the directed time so that supervision duties can be carried out.

### **Part time teachers**

For teachers not working full time then the 1265 hours are divided on a pro rata basis. Inset days and meeting times should also be calculated on a pro rata basis.

#### **0.8 FTE worked over 4 days**

- Weekly teaching time = 24 hours (session times as above)
- Meetings/ working party on a pro rata basis = 2 hours per week

#### **0.6 FTE worked over 3 days**

- Weekly teaching time = 18 hours (session times as above)
- Meetings/ working party on a pro rata basis = 1 hour and 30 mins per week

#### **0.4 FTE worked over 2 days**

- Weekly teaching time = 12 hours (session times as above)



- Meetings/ working party on a pro rata basis = 1 hour per week

### **0.2 FTE worked over 1 day**

- Weekly teaching time = 6 hours (session times as above)
- Meetings/ working party on a pro rata basis = 30 mins per week

Teachers are not expected to attend meetings on days they do not normally work unless they wish to do so. If INSET days are on days they do not normally attend then they will be invited to do so and either paid accordingly or working days may be rearranged.

Please cross reference with the Improving Outcomes Document

***H Wallace***