St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**1265 Hours Policy**
Policy Reference:	**SJN046**
Description:	Directed time policy
Status:	Approved by Governing Board
Category:	Non-statutory
Review frequency:	Every two years
Contact:	governors@stjohnandstnicolasschools.org.uk
Version:	**V1.2**
Other relevant policies:	Staff Wellbeing
Date for Review:	May 2028

Change Record				
Version Number	**Date Approved**	**Governing Board Minute Reference**	**Description of Amendments**	**Review Date**
1.0	23.05.22	FGB Minutes 23.05.22	New federation policy, ratified by FGB.	May 2024
1.1	2.7.24 15.7.24	S&C minutes 2.7.24 FGB minutes 15.7.24	Include vision statement. Changes to agreed hours of work break down. Update version number/dates.	May 2026
1.2	19.5.26	S&C minutes 5.5.26 FGB minutes 19.5.26	Changes to agreed hours of work break down. Update version number and dates	May 2028
1.3				
1.4				

St John and St Nicolas Schools Federation
1265 Hours – Directed Time Policy

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

The School Teachers' Pay and conditions document states that the directed working time for teachers in England is 1265 hours pro rata. This time includes teaching time, meetings, assemblies, registration and statutory time that teachers should be in school, as well as PPA time and leadership and management time.

This directive relates to teachers other than headteachers, deputy headteachers and assistant headteachers. There are currently no provisions laying down specific working time for headteachers, deputy headteachers and assistant headteachers.

A full-time teacher is expected to be available for work for 195 days in any school year.

In St John and St Nicolas Schools, the agreed hours of work are broken down as follows:

- St John's: 190 days in school for 6 hours (from 8.30am until 3.30pm with 1 hour for lunch) – 1140 hours
- St Nic's: 190 days in school for 6 hours (from 8.45 until 3.45pm with 1 hour for lunch) – 1140 hours
- The above hours include: teaching time, registration periods, leadership and management time, PPA and collective worship
- 4 Parents' evenings of 4 hours: 16 hours
- 3 Meetings with parents of children with SEND within the class per year: 6 hours
- 30 staff meetings of 1 hour: 30 hours (some of these will include time provided for other actions such as writing Support and Achievement Plans
- 5 teacher days of 5 hours 30 minutes: 27 hours 30 minutes

Total time: 1219.5 hours and 30 minutes

The remaining hours (45.5 hours) are to be used at the discretion of the executive headteacher to include meetings with teaching assistants, time for writing reports, marking, curriculum area leadership and management time, curriculum area meetings, after school performances etc.

It is acknowledged that whilst this is the statutory minimum working time for teachers, a lot more work is put in by teaching staff outside of directed time.