



THE
NEW GUILD
TRUST

Planning, Preparation and Assessment
Policy

POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

**Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School**

Approval and Review

Committee to Approve Policy	LCGB Standards Committee
Date of Trustee Board / Academy Committee Approval	May 2026
Chair of Trustee Board / Academy Committee	
Signature	
Accounting Officer	
Signature	
Policy Review Period	12 months
Date of Policy Review	May 2027

Version Control			
Version	Date Approved	Changes	Reason for Alterations
Initial	04/03/21	Initial MAT policy	
	May 2022	No changes	
	May 2026	P4 - changed Head of school to Headteacher.	

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1. Entitlement

Under the School Teacher's Pay and Conditions 2020, all teachers with timetabled teaching commitments are entitled to at least 10% of their timetabled teaching time as planning, preparation and assessment time. **This is a legal entitlement.**

This time must be allocated during their timetabled teaching time, in blocks of at least 30 minutes.

Timetabled teaching time refers to the teaching hours available for individual teachers, before PPA time is subtracted.

All teachers with a teaching commitment are entitled to PPA time. This includes:

- Teachers paid on the leadership pay range who have teaching commitments
- Part-time teachers
- Cover teachers (including those employed solely to provide cover)

2. When PPA Will Be Taken

PPA will be taken during the school day and during teaching time in blocks of at least 30 minutes.

- The purpose of PPA time is to enable teachers to carry out planning, preparation and assessment.
- Teachers cannot be required to carry out any other duties during their PPA time. This includes providing cover.
- No member of the Leadership team can stipulate what staff do with their PPA time. However, it is only good manners to inform leaders where you will be during this time.
- Staff are asked to request PPA time to be taken off the school site. Permission to be agreed with the Headteacher or Deputy Head Teacher. This would not be considered to be a usual request.

3. PPA Cover

- Schools determine for themselves how to provide cover for PPA time. Either a Teacher or someone working at the level of a H.L.T.A. (Higher Level Teaching Assistant) could be asked to provide cover.
- Schools will try to make sure that the same person will always cover and will either attend planning sessions after school or ensure there is a liaison to gain a greater insight into how teachers want a subject taught. They will also then have their own PPA time in order to prepare high quality lessons.

4. Arrangements For Any Missed PPA

- If a teacher misses their PPA time due to INSET, training, etc., the school will always try to rearrange, where possible.
- If a teacher misses their PPA time due to sickness absence this time will not be rearranged.
- There is no requirement for PPA time to be taken at the same time every week, so long as the entitlement is still met.