



Education & Cultural Services

# Policy: 35-Hour Working Week – Guidelines for Head Teachers and Staff

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### 1. Introduction

- 1.1 West Lothian Council Education Services is committed to working with teachers’ and Head Teachers’ representatives, through the LNCT, to ensure the successful and continuing implementation of the 21<sup>st</sup> Century Agreement.
- 1.2 The Committee’s intention is to fulfil the aim of developing working relationships which will be based on “mutual respect and understanding, on shared responsibility and on shared development of ideas and programmes for change.” In this way we intend to promote collegiality at all levels.
- 1.3 The working week for teachers is 35 hours and the core of the week will be the pupil day, the length of which remains unchanged, and around which teachers will fulfil the remaining hours.
- 1.4 The 21<sup>st</sup> Century Agreement requires that each school ‘agree’ a school plan for the 35 Hour Week. The Code of Practice on Working Time Arrangements for Teachers (Annex D) demands that mechanisms for negotiating such agreements at school level should be determined at local authority level through the LNCT. These guidelines therefore represent the agreed view of the LNCT and are designed to assist schools in reaching agreement on the way in which this will operate within their establishment.

## **2. Planning for 35 Hour Week**

- 2.1 It should be noted that the individual and collective work of all teachers should be capable of being undertaken within the 35 hour week. These revised guidelines are designed to assist in improving the workload situation and allocated times have been adjusted to be more realistic in terms of time required for the various and varied tasks undertaken by teachers.
- 2.2 Agreements reached at school level must abide by the general principle of the 35 hour week. However, while it is agreed that 35 hours per week will be the norm it is accepted that there may be agreed exceptions within the school calendar e.g. weeks which include Parents' Meetings. For this reason Appendix 1 shows the annual total of hours available.
- 2.3 In planning the school calendar consideration will also have to be given to other peaks of teacher activity such as formal assessment or reporting. Again it is stressed that the 35 hour week should be the norm and that any exceptions must be agreed.
- 2.4 The intention is to plan ahead for a school year which fulfils the requirement of a 35 hour week for all teachers. This is intended to provide a mechanism for controlling teachers' workload. It is not intended that there should be any mechanism put in place for tracking time on a daily or weekly basis.
- 2.5 Once the school plan has been agreed, individual teachers will audit their own proposed activities for the coming year against the agreed list of school activities. This may be part of a group/departmental discussion.

## **3. Class Contact Time**

- 3.1 The maximum class contact time in all sectors will be 22.5 hours per week from August 2006.

## **4. Personal Allowance (Preparation and Correction)**

- 4.1 The 21<sup>st</sup> Century Agreement states that until August 2006 teachers are entitled to a minimum allowance of personal time of one third of their class commitment, including class cover. It was hoped that by August 2006 the 'cultural climate' in schools would be such that it would be unnecessary to specify particular time zones and the SNCT set itself criteria against which to judge if that change in 'cultural climate' had taken place. These criteria are contained in Annex C of the 21<sup>st</sup> Century Agreement. The SNCT is currently reviewing the extent to which these criteria have been met and will issue advice by the summer of 2006.
- 4.2 Notwithstanding the advice from the SNCT it is the view of the West Lothian LNCT that the current arrangements for agreeing the 35 hour week for teachers have worked well and that there have been few disputed agreements. It is therefore our view that these revised guidelines should apply for 2006-2007 and will apply beyond that period subject to review and agreement in the summer of 2007.

## **5. Assessment, Reporting and Recording**

- 5.1 The LNCT recognises the changes that are taking place in the area of assessment, reporting and recording, particularly the development of the Assessment is for Learning programme and the renewed emphasis on formative assessment. It therefore proposes a significantly increased allocation of time from 30 to 50 hours for these purposes.

- 5.2 It remains the duty of teachers to formally report on the work of their pupils. These guidelines assume one full written report to parents per pupil per session.
- 5.3 Any additional reporting, including interim reports, should be agreed as part of the school 35 hour week agreement.
- 5.4 It is acknowledged that the process of reporting remains time consuming. The LNCT will continue to review the process and format of reporting in order to determine whether they can be streamlined without loss of quality.

## **6. Meetings with Parents**

- 6.1 The LNCT recognises that staff often meet with parents outwith the formal Parents' Evening structure. To take account of such meetings the allocation for meetings with parents may be increased where appropriate.
- 6.2 Agreement should be reached at school level on the timing and structure of parents meetings.
- 6.3 The guidelines assume that schools will have at least 2 formal parents' evenings per session.
- 6.4 An allowance of up to 5 hours per meeting may be set to take account of all activities associated with it.

## **7. Staff Meetings**

- 7.1 Staff meetings take various forms e.g. whole school meetings, stage and departmental meetings, guidance/pastoral team meetings, management meetings, working groups.
- 7.2 Such meetings can take place during or end-on to the pupil day. It is for each establishment to determine suitable arrangements as part of the school agreement.

## **8. Management Time**

- 8.1 All management responsibilities must continue to have an amount of time agreed and allocated specifically to tasks as appropriate.

## **9. Use of Balance of Time**

- 9.1 This agreement specifies the time allocation for a variety of collegiate activities. The additional time (that is, beyond class contact time, personal allowance and specified collegiate activities) shall be referred to as the 'balance of time'.
- 9.2 The use of that 'balance of time' will be subject to agreement at school level. The range of appropriate activities is listed in Annex D.

## **10. Planning**

- 10.1 The LNCT recognises the significant changes that have taken place in planning in its various forms e.g. forward planning; development planning/improvement planning, individual education plans; personal learning planning etc. We therefore suggest a significant increase in time for planning up to 25 hours.

## **11. Personal Review and Development**

- 11.1 Two hours are allocated for each individual review.

- 11.2 It will be necessary to recognise the additional workload of promoted staff responsible for carrying such reviews in the allocation of Management Time and/or 'balance of time'.

## **12. Trade Union/Professional Association Meetings**

- 12.1 An allocation of time may be made for Trade Union meetings. The distribution of that time should be agreed to meet the needs of the school.

## **13. Time and Place for Activities**

- 13.1 The agreement specifically allows for work that does not require the teacher to be on the school premises to be undertaken at a time and place of the teacher's choosing. However, given the nature of schools and the health and safety of our students and staff it will be necessary to ensure that appropriate staff cover is available at all times when pupils are present.
- 13.2 All school will be expected to have clear cover policies within a framework provided by the authority. This will assist teachers in identifying, wherever possible, times and periods when he/she will be required for cover purposes.

## **14. Mechanism for Agreement at School Level**

- 14.1 The Head Teacher following consultation with staff and staff representatives will produce a draft calendar of collegiate activities which accords with the Code of Practice on Working Time Arrangements for Teachers. (Annex D)
- 14.2 In order to further develop a spirit of partnership a school committee should have representation comprising:
- Head Teacher (or Depute).
  - Trade Union representation reflecting where necessary the composition of the LNCT.
  - Teacher representation.
  - The committee in certain schools is likely to be the full staff, e.g. small schools. In the event that an agreement cannot be reached the agreed internal process for dealing with a dispute will be brought into force.
- 14.3 The agreement and calendar will be submitted to the head of service in order that the LNCT can monitor the implementation of the 35 hour week arrangements.
- 14.4 Where the dispute cannot be settled representatives from both the management and professional associations of the LNCT will investigate the matter and seek resolution of the dispute. Such representatives will not be from the schools where the dispute has arisen.
- 14.5 Failure to resolve the dispute will be reported to the LNCT.

## **15. Continuing Professional Development**

- 15.1 It should be noted that teachers are expected to continue to meet the full commitment of 35 hours CPD and maintain an individual CPD record.
- 15.2 The activities which can be included as part of CPD are as follows:
- Personal professional development.
  - Attendance at national courses.
  - School based activities e.g. working groups, curricular development etc.

**16. These guidelines were agreed by the West Lothian LNCT.**

WEST LoTHIAN COUNCIL

LOCAL NEGOTIATING COMMITTEE FOR TEACHERS

**The 35 hour week for teachers in all Schools: It is recognised that the allocation of hours within each school agreement will be influenced by size, sector and other factors.**

The 35 hour week for teachers is equivalent to 1365 hours per annum (195 days including in-service days).

**35 Hour Working Week for Teachers in all Schools**

|                                     | <b>Indicative Hours</b> |
|-------------------------------------|-------------------------|
| Class Contact                       | 855                     |
| Personal Allowance                  | 285                     |
| In-Service Days                     | 30                      |
| Assessment, Reporting and Recording | 50                      |
| Planning                            | 25                      |
| Staff Meetings                      | 40                      |
|                                     | 2                       |
| Meetings with Parents               | 30                      |
| Balance of Time                     | 48                      |
|                                     | <b>1365</b>             |

**Balance of Time activities such as:**

- Additional Time for preparation and correction
- Forward Planning
- Formal Assessment
- Curriculum Development
- CPD
- Additional Supervised Pupil Activity