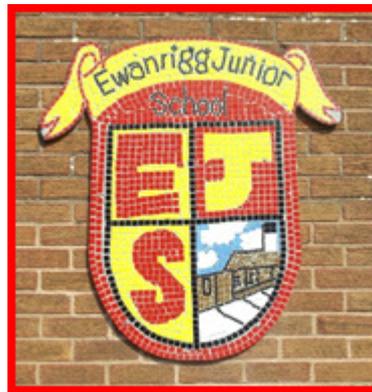


# Ewanrigg Junior School



Preparation, Planning and  
Assessment (PPA) and  
Cover Procedure

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## **Statement of intent**

### **Mission Statement**

Be all you can be!

Look, listen, learn, love and laugh every day!

### **Aims and objectives**

The school is committed to providing the highest quality of teaching and learning for all its pupils and will ensure that at all times that teaching and learning is delivered by appropriately trained and qualified staff.

The school will manage sickness and other absences effectively and, in accordance with its policies, in such a way that provides appropriate support to staff but also minimises the impact of teacher absence on pupil progress and wellbeing.

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**Signed by**

**Headteacher**

**Date:**

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**Chair of Governors**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Next review date:**

\_\_\_\_\_

## **1. Key roles and responsibilities**

- 1.1. The Governing Body has overall responsibility for the implementation of the Preparation, Planning and Assessment (PPA) and Cover Policy of Ewanrigg Junior School
- 1.2. The Governing Body has overall responsibility for ensuring that the Preparation, Planning and Assessment (PPA) and Cover Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.4. The Headteacher will be responsible for the day-to-day implementation and management of the Preparation, Planning and Assessment (PPA) and Cover Policy of Ewanrigg Junior School.
- 1.5. The Headteacher is responsible for managing resource and cover for absence and PPA time.
- 1.6. Class teachers are responsible for providing detailed handovers where planned absence or PPA time cover is required
- 1.7. High Level Teaching Assistants (HLTAs), Senior Teaching Assistants (STAs) and supply staff are responsible in school for undertaking absence and PPA cover as directed by the Headteacher.

## **2. Covering Absence**

- 2.1. A teacher may be absent from their timetabled teaching commitments for several reasons. Planned absences, such as training courses, and unexpected absences, such as illness, are both covered under this policy, although they may be managed differently.
- 2.2. Cover will always be managed in a way that does not disrupt learning and achievement.
- 2.3. Where absence is planned, detailed handovers will be provided to cover teachers.
- 2.4. Where absence is unplanned, handovers will be provided by the HLTAs, STAs and supply staff.
- 2.5. Cover may be provided by:
  - 2.5.1. Supply/cover teachers.
  - 2.5.2. HLTAs (for a maximum of 3 days and only where a qualified teacher cannot be secured.)
  - 2.5.3. TAs
- 2.6. Cover will be undertaken wherever possible by qualified teaching staff.

- 2.7. Any person covering lessons will have undergone all necessary safeguarding checks such as Disclosure and Barring Service (DBS) checks and who have completed a full induction into the school's policies and procedures.
- 2.8. Any person covering lessons will be closely managed and will undergo regular meetings to ensure the agreed standards are being met.
- 2.9. Where there is long-term absence, regular observations by the Headteacher will be undertaken to ensure achievements of pupils meet the required standard.

### **3. PPA Time**

- 3.1. In line with legislation, a full-time teacher's contract will be 1265 hours.
- 3.2. PPA is calculated as a minimum of 10% of a teacher's timetabled teaching time. PPA must be allocated in blocks no less than 30 minutes.
- 3.3. Where possible, any member of staff entitled to PPA time will have it allocated in a timetable.
- 3.4. Timetabled PPA time will be 'guaranteed' meaning that it must not be encroached upon for any reason.
- 3.5. PPA time must be used for planning, preparation and assessment. It is for each teacher to determine the particular PPA priorities for each block of timetabled PPA time.
- 3.6. PPA time may be used to support collaborative activities.
- 3.7. PPA may be undertaken away from school premises.
- 3.8. PPA time will be covered in the following ways
  - 3.8.1. HLTAs and STAs where necessary will normally have an additional teaching assistant in the classroom when they are providing whole class PPA cover. Teachers will leave detailed handovers for any single class which requires PPA cover.
- 3.9. PPA time will be managed in such a way that active learning takes place for pupils.