

SHELDON SCHOOL

Teaching Staff off Timetable: A Statement of Policy

1. **Rationale:**

There are numerous reasons why staff may be required to be off timetable. The school recognises the value of many of the activities undertaken and wishes to encourage them but this must be balanced against the consequent disruption to the programme of teaching and learning, and the running of the school.

2. **Purposes:**

- 2.1 *To enable staff to be out of school when necessary with minimum disruption to the running of the school.*
- 2.2 *To enable teachers to be off-timetable when necessary with minimum disruption to children's learning.*
- 2.3 *To ensure that off-site activities benefit a significant number of pupils and the school as a whole.*
- 2.4 *To prevent excessive loading on staff remaining in school.*
- 2.5 *To ensure that all who need to know about a member of staff's impending absence are consulted, if appropriate, or informed.*
- 2.6 *To ensure requests for leave of absence can be considered in a consistent manner.*

3. **Guidelines:**

Set out below are reasons for staff being out of school, together with criteria against which each activity will be checked before approval is given.

3.1 INSET

- 3.1.1 *Maximum use should be made of directed time and of the five staff development days in each school year.*
- 3.1.2 *INSET should satisfy a member of staff's identified personal and professional development needs.*
- 3.1.3 *INSET can only be justified if it contributes to the total learning experience of pupils.*
- 3.1.4 *INSET ought to meet institutional needs identified in a continuing process of curriculum review and evaluation and will arise in many instances from the annual School Development Plan and the Annual Performance Review process.*

3.2 Teachers Off-Site with Pupils

- 3.2.1 *Whilst recognising the value of off-site experiences for pupils, it is important to keep an overview of the amount of lesson time that pupils miss. When deciding whether or not to grant permission for a trip or visit, the need to minimise lesson time lost by pupils, particularly at Key Stage 4, will be borne in mind.*
- 3.2.2 *Year heads, through tutors, are responsible for monitoring the number of off-site experiences.*
- 3.2.3 *Each off-site activity to be educationally justified.*
- 3.2.4 *The number of accompanying teachers should be based on government guidelines set to ensure safety of pupils. Adults other than teachers can improve the adult/pupil ratio.*
- 3.2.5 *The suitability and quality of residential centres must be rigorously verified in accordance with school or LEA procedures.*

3.3 Assessment and Moderation of Examinations

- 3.3.1 *The school recognises the need to train teachers in assessment techniques and to contribute to the operation of public examinations such as GCSE in which it wishes to participate.*

- 3.3.2 *Requests from teachers to be off timetable to carry out paid duties as examiners or moderators would have to be seen in the total context of demands on teacher time.*
- 3.3.3 *Complexity of assessment and moderation should be a consideration when syllabuses are selected.*

3.4 *Compassionate and Other Paid or Unpaid Leave*

3.4.1 *Paid leave may be granted in the following circumstances:*

- a) *serious illness of a near relative - maximum of three days;*
- b) *death of a near relative - maximum of five days;*
- c) *funeral of a friend or near relative - maximum of one day;*
- d) *interviews - maximum of two days;*
- e) *moving house - maximum of one day;*
- f) *degree or similar ceremonies and investitures involving a member of staff or near relative - maximum of one day;*
- g) *paternity leave;*
- h) *maternity leave.*
- i) *public duties such as jury service;*
- j) *representative sport at county and national level*
- k) *Other circumstances at the discretion of the Head – maximum 3 days.*

The number of occasions on which such leave of absence with salary could be granted is left to the discretion of the Head and the Governors.

3.4.2 *Unpaid leave may be granted, at the discretion of the Headteacher, who would apply the following criteria:*

- a) *leave will normally be for a maximum of two days, bearing in mind the following;*
- b) *sufficient notice must be given and a suitable time chosen to minimise disruption to classes;*
- c) *there must be no additional cost to the school;*

3.4.3 *Unpaid parental leave: as per current legislation.*

4. **Procedure to be followed**

- 4.1 *Ensure faculty head/year head know of the request and approve.*
- 4.2 *Seek approval from the assistant head in their capacity as co-ordinator of CPD (Inset), Educational Visits (EVC) or cover. In certain circumstances eg requests for compassionate or exceptional leave, it will be necessary to secure approval from the headteacher.*

November 2007

Next review: January 2011

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