**APPENDIX 1: Working Time Agreement 2018-19**

**School/Establishment**

|  |  |
| --- | --- |
| **ACTIVITY** | TIME AGREED |
| Additional preparation/correction |  |
| Parent meetings |  |
| Staff meetings |  |
| Formal assessment |  |
| Preparation of reports/records etc |  |
| Curriculum development |  |
| School planning (including forward planning) |  |
| Continuing professional development | \*Please see note below |
| Additional supervised pupil activity |  |
| Professional review |  |
| Other Activities/Flexibility |  |
| TOTAL | 195 |

**\*NB: These would be hours allocated for CPD activities organised at school level. A teacher’s maximum 35 hours of personal CPD is separate to this.**

**Please supply any additional information below.**

We confirm that the attached WTA and calendar has been agreed by staff and is accepted as the pattern for the working year for teaching staff in this school/establishment for session 2018/19.

Signed Head Teacher

SNC Members including Role

Date

**NB:** The WTA should be signed by the Headteacher and staff representative(s). A copy of the WTA, SQIP and school calendar for session 2018/19, should be forwarded to the school’s QIEO by Friday 29th June.