



LOCAL NEGOTIATING COMMITTEE FOR TEACHERS

City of Edinburgh – LNCT Agreement August 2020

Working Time Agreements 2020-21

We are in the early stages of the covid recovery phase where schools begin to re-open. Both the nature and the duration of any recovery period is currently unknown. This clearly puts constraints on school planning for 2020-21.

A starting point for discussions at school level should be a systematic review of the 2019-20 school improvement plan and an evaluation of the WTA for 2019-20 in order that both can be adjusted to take into account the effects of Covid-19 and consideration of the impact of Covid-19 on the operational parameters likely to be in place for most of next session e.g. enforcing physical distancing, the potential of having to move to a blended teaching and learning model and routine review of school risk assessments. Pupil and staff wellbeing will also continue to be a focus and the SRP and WTA should reflect this.

Key principles for annual calendar and WTA for session 2020-21

It is clear that schools will be unable to plan a WTA and calendar for the full year. Instead, a WTA and calendar should be agreed for Aug to Dec e.g. 90 hours tied exclusively to the autumn phase of the School Renewal Plan. These must have the ability to be adapted and updated as the situation develops, and collegiate reviews to support this must take place regularly – whilst School Negotiating Committees are the main forum for such reviews, links to School Health and Safety Committees will also be important.

The following points should be borne in mind when drawing up the WTA and calendar:

- Covid-19 has and will impact on school plans, WTAs and calendars, and this will result in a recalibration of time allocations in the WTA. Guidance is being produced which will show the School Recovery Routemap and the activities which can resume, with indicative dates. In the short term many activities will be virtual. Schools should, in most cases, certainly not include events such as school fairs and in person Parents' Evenings in the initial WTA – further guidance will be issued later in the year, as the situation develops, to help schools make decisions as to what is appropriate to include in plans for January-June.

- Time for regular reviews of risk assessments must be built in. This needs to include time for all staff to become familiar with any changes to protocols.
- Staff development and training around elements of the covid response must be given priority. All schools will be required to develop their Digital Learning Strategy so including elements of digital learning, or for looking at adaptations to pedagogy in light of requirements around social distancing should be key considerations.
- Given the additional demands being placed on schools by the covid pandemic, some aspects of normal collegiate time will need to be suspended for this session. The principles of managing workload are more important than ever, in view of the absolute need to protect staff health and wellbeing.
- All WTAs and calendars must be negotiated collegiately and any changes to these must also be the result of collegiate negotiations. A record of the agreed changes should be kept.
- Socially distanced, face-to-face meetings should continue to be the exception and not the norm. It is particularly important that meetings involving bringing staff from different schools together (e.g. cluster meetings) are avoided during the initial phases of school covid recovery. Digital solutions should generally be the default position. There must be a clear rationale for any meeting that is not held virtually, and the duration of any such meeting should be kept as short as possible (elements of content delivery should be moved to digital platforms). Schools must adhere to limits on the size of attendance at meetings (currently 50).
- When agreeing the WTA and Calendar, SNCs should bear in mind the general principles governing WTAs, as outlined by the SNCT, as well as relevant LNCT agreements, such as those on Primary Forward Planning and Management Time. Referring to the full agreement for 2019/20 will be a useful reference point, and it can be accessed here

<https://www.snct.org.uk/library/2613/WTA%202019-2020.pdf>

To ensure consistency across the Council and to secure a reasonable and achievable workload for all staff, each school/establishment must submit its WTA and calendar to the LNCT.

The WTA must be signed by the Headteacher and staff representative(s). A copy of the WTA, SRP and school calendar for August-December 2020, must be forwarded to the school's QIEO, and to the Joint Chairs of the LNCT, by 26th October.

A proforma recommended for use is attached as Appendix 1. However, it should be noted that schools may well not wish, at this stage, to allocate time to each of these categories, and may wish to add other categories directly related to covid planning.

LOCAL AGREEMENT

This local agreement has been reached in the LNCT and is consequently binding on the signatory parties. It may be adjusted by negotiation to meet changing future needs.

Signed: Andy Gray

A handwritten signature in blue ink, appearing to read 'AG', with a long horizontal stroke extending to the right.

Signed: Alison Murphy

A handwritten signature in black ink, appearing to read 'A Murphy', written in a cursive style.

Joint Secretary (Management)

Date: 3 September 2020

Joint Secretary (Teachers)

Date: 3 September 2020

APPENDIX 1: Working Time Agreement 2020-2021

Part 1: August-December

School/Establishment _____

ACTIVITY	TIME AGREED
Equalities Duties	3 hours
Professional Learning (development of Teaching, Learning and Assessment skills)	
Professional Learning (Digital Learning skills)	
Additional preparation/correction	
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	90

***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 first part of the working year for teaching staff in this school/establishment for session 2020/21 (August-December).

Signed

Head Teacher

SNC Members including Role

Date

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