



St Mary's Catholic Primary School

Teaching Staff Directed Time Analysis 1265

Year 2026-27

Part A – Lesson and Registration Time	
Contact time per day:	
Morning session (8.45am – 12.00pm)	3 hrs 15 mins
Afternoon session (1.00 – 3.15pm)	2hrs 15 mins
TOTAL:	5 hrs 30 mins
Number of working days:	190 days (38 weeks)
TOTAL LESSON / REGISTRATION TIME:	997hrs 50 mins

Part B – Other Directed Time	
Weekly after school meeting (1 x 60mins)	38 hrs/yr
Communication time: whole staff briefing (1 x 20 mins weekly)	12 hrs/yr
SLT meeting (1 x 1 hr weekly)	38 hrs
Parents Evenings (assuming a max of 2 x 4 hrs)	8.5 hrs/yr (starts at school time: 1.30p.m)
TOTAL OTHER DIRECTED TIME:	84.5

Part C – INSET	
INSET Days (5 x 6 hrs)	30 hrs/yr
After school CPD	4 hrs (max)
TOTAL INSET:	34 hrs

Summary

TOTAL PART A, B and C	1165hrs 30 mins
Occasional requests*	(upto) X 3 hrs
Statutory time	1265 hrs

* Occasional requests have previously included:

External moderation with schools in the Loughborough Academy/ CMAT schools- time taken off other staff meetings.

Attendance at sport's tournaments after school – time given in lieu if possible

Points to note:

Every term: there is golden time- no staff meeting on the Monday. One staff meeting is given to write school reports and one given to update teacher assessment in December and June. When there are parent' teacher meetings- there is not a staff meeting. Subject leader time given during the school day. There is not a directed time staff meeting in progress meeting weeks- cover is arranged for progress meeting and it is arranged during the school day.

Teachers have their 10% ppa time- usually an afternoon a week- also additional time. PPA can be taken at home from the start of lunchtime. On Monday morning and Wednesday mornings for half an hour- adds to an extra hour for PPA when the HT takes the whole school for a celebration and Hymn practice.