



POLICY DOCUMENT

1265 HOURS

Date Revised: March 2021

Date for Review: March 2024

Signed: _____

COTHERSTONE PRIMARY SCHOOL POLICY DOCUMENT – USE OF 1265 HOURS

We have a flexible attitude toward the use of the 1265 hours.

Teachers are expected to be in school at least 15 minutes before the start of school and they are expected to remain at least 15 minutes after school.

6 hours per day x 190 days = 1140 hours

We have one staff meeting each week from 3.30 – 5.15 pm.

1 hour 30 minutes x 38 weeks = 57 hours

We have five inset days during the school year. These normally start at 9am and finish at 3.30 pm with a 30 minute break for dinner.

6 hours x 5 days = 30 hours

Out of school, we have parents' evenings, concerts, church services, fund raising event and Friends of Cotherstone School Meetings. All staff do not attend all the events and are not expected to do so but parent evenings, church events and concerts are normally attended by all staff.

Minimum time of 20 hours

Out of school inset sessions other than above (twilight sessions etc) are also attended by staff regularly.

After school meetings, courses and activities are attended regularly by all staff.

Minimum time of 8 hours

We also have extra after school meetings each year for various reasons eg project reviews, special needs, national curriculum. These are over and above the routine staff meetings.

Minimum time of 10 hours

This results in a total of 1265 hours directed time for the staff. However, I do find that there are many occasions when staff voluntarily give up their time to help in various ways within school. Because of this keen voluntary support that is so willingly given, I do not enforce strict adherence to clock watching.

If a member of staff needs to dash off quickly at 3.30 pm I do not insist that they stay until 3.45 pm.

The times stated above are greatly exceeded by my present staff and the guidance is there really as a safeguard against future members of staff who need to realise the time commitment involved.

But I stress once again that our policy is one of flexibility and not strict adherence to the clock but if the support is not forthcoming, then the above guidelines will be enforced.

Chris Matthewman
Executive Head Teacher
Bowes Cotherstone Federation