



IRVINE ROYAL ACADEMY

Ambition • Respect • Responsibility

June 25

Working Time Agreement

Parents' Evenings – 18 hours

- There will be 5 Parents' Evenings in session 25/26 (1X S1, 1x S2, 1X S3 and 2X S4-S6).
- This time includes preparation.
- S1-S3 – 4pm – 6pm
- S4-S6 – 4pm – 7pm

Meetings

Faculty Meetings – 15 hours

- This should broadly translate to monthly Faculty Meetings (not in the same week as Parents' Evenings).
- 4 hours of flexibility has been included should meetings overrun or if additional meetings are required. ***Notice of at least 1 week should be given for additional meetings.***
- All Faculty Meeting dates should be with your link DHT and the HT by 22 August 25.

Collegiate Nights – 8 hours

- All Collegiate Nights will link to our 25/26 SIP.

ELT – 7 hours (additional time)

- There will be two ELT Collaborative days.

Tracking, Interventions and Analysis – 30 hours

- There will be 3 BGE Trackers (T1 is B/E/HW only – with the exception of Literacy and Numeracy) and 3 Senior Phase Trackers (1 includes the SQA Estimates).
- Component marks should be included in the 'Post Prelim' Tracking.
- BGE Tracking can be updated at any point in the session. Analysis paperwork will be available from August 25. Paperwork can be completed at the same time as the Tracking.
- Interventions should be ongoing throughout the session – you should NOT wait until Tracking periods to intervene.
- Interventions should be recorded on internal Faculty Trackers.
- All data entered into the whole school Tracker should be taken directly from Faculty internal Trackers.

Trade Union and Professional Association time – 3 hours



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PRD – 4 hours

- This time should be used for preparation, the review meeting and the GTC update.
- **8 hours has been allocated to the Reviewer (additional time).**
- The PRD process should be completed by 10 October 25, as per the school calendar.

Observations S.P.R.I.N.T model – 6 hours

- All members of Teaching Staff will observe at least 2 colleagues during the course of the session.
- The time should be used for preparing, observing and reviewing.
- Additional time will be allocated during Inset/Collegiate for feedback.

Formal Assessments – 40 hours

- This time should be used for preparation and correction of formal or summative assessments such as Prelims, Unit Tests etc.

Moderation – 28 hours

- This time should be used for the following:
- Departmental moderation of BGE courses and assessment tools
- Departmental moderation of SQA course assessments
- Cluster Moderation – Literacy/Numeracy
- SNSA analysis and planning
- The September and February Inset Days will be used for external moderation with Kilwinning Academy.

Working Groups – 8 hours

- Groups should meet at least once per term.
- Additional time is given over to the work required within each group.
- Groups should have representation from each Faculty.

Additional Time – 30 hours

- ***This should support and encourage staff involvement in the listed activities:***
- Parent Information Evenings (P6/P7/Options...)
- Curriculum Development
- Transition Events (Primary visits/Challenge Days...)
- Google Classroom provision
- Quality Assurance
- Whole school emergency meetings