

**Title: Collegiate Agreement Guide**

**Number: A3**

**Date: 01 September 2009**

The following is provided **only** as a guide to the range of **possible** inclusions under the 10 headings of the Collegiate Agreement. The list is extensive but should not be seen in any way prescriptive for every school. Nor should the list be seen as exhaustive. It is for the school to consider its own needs and draw up an agreement based on these needs. Nor will the decisions for one year match the needs of another.

It is very important that **ALL** Collegiate Agreements meetings consider each of the 10 Headings even if this simply leads to a “0” entry (see Appendix 1). Likewise it is important to be realistic in setting the number of hours against any category.

Likewise it is important that through the session, any allocation to flexibility is adjusted to accommodate additional things that have been agreed. By the end of the session all flexibility must be used.

It is strongly recommended that Collegiate Groups meet at least once a term.

For further advice please refer to “Teaching Profession for the 21<sup>st</sup> Century (TP21) which the school should have or it can be found on the web at <http://www.scotland.gov.uk/Publications/2001/01/7959/File-1>

## **HEADING 1 PARENTS’ MEETINGS**

- All parent’s night in a session (maximum 2½ hours per evening)
- Any preparation and follow-up to Parents’ nights
- Other meetings with parents outwith parents’ nights

## **HEADING 2 – STAFF MEETINGS**

- Whole staff meetings (general, business, etc)
- Departmental meetings (This is usually a separate heading in Secondary Schools and includes Faculty meetings)
- Stage or partner meetings
- Collegiate meetings (at least one per session to agree plan for the session ahead)
- Review Meetings
- Transition meetings (Nursery to Primary 1, stage to stage, Primary 7 to Secondary school, etc.)
- Consultation meetings e.g. Management with individuals, LS consultations, support staff with classteachers. The last two examples could also come under “Forward Planning”
- Management follow-up feedback meetings with individuals (linked to monitoring and evaluation plan)
- School (Support) Liaison Group (SLG) meetings
- School groups – e.g. Eco Committee, Pupil Council, Parent Council
- Review, evaluation and agreement of School Improvement Plans

### **HEADING 3 - PREPARATION AND COMPLETION OF PLPS, REVIEW REPORTS, ETC**

- Preparation of PLPs and pupil reports
- Time for writing reports e.g. review reports, Child Protection reports, referrals, etc

### **HEADING 4 – FORWARD PLANNING**

- Some of this planning time is included in the 7½ hours weekly preparation and correction time. Additional hours per teaching block
- Additional hours for joint or stage planning and recording. Consultations (also see staff meetings above), e.g. Inclusion consultations,
- Additional time allocated re the implementation of CfE.
- Discussion/planning time related to school setting arrangements
- Planning of certain events, e.g. theme weeks

### **HEADING 5 – CURRICULUM DEVELOPMENT**

- CAT sessions - this is usually matched with the total number of hours set out in the Action Plans of a School Improvement Plan.
- Developing/reviewing courses
- Participation in School Working Groups
- Learning Community priorities
- Professional reading/Research
- Individual projects – often agreed at PRD meetings
- Projects/Developments arising from courses
- Familiarisation with new resources (e.g. ICT programs)

### **HEADING 6 - . PROFESSIONAL REVIEW AND DEVELOPMENT (PRD)**

Normally this is covered within each teacher's 35 hour CPD allocation

- Additional time for preparation or follow-up to PRD meeting
- Time for mid session meetings with management

### **HEADING 7 - CONTINUING PROFESSIONAL DEVELOPMENT**

Normally this is covered within each teacher's 35 hour CPD allocation

- Additional time can be added to each teacher's 35 hour allocation
- Time for mid session meetings with management (also see Heading 6)
- Consultations with Management Team (if not part of Heading 2)
- Peer Observations
- HGIOS Self Evaluation

## **HEADING 8 – ADDITIONAL SUPERVISED PUPIL ACTIVITY**

- Time allocated for a range of activities (e.g. attendance at events like evening performances, concerts, educational evenings, sports' events, school fairs, etc)
- After school clubs
- Homework Club
- Sacramental meetings (RC schools)

## **HEADING 9 – ADDITIONAL PREPARATION AND CORRECTION**

- Additional hours can be allocated to this category (also see Heading 4 above).
- Preparation for special event – e.g. Art Exhibition,
- Medical protocol training (this does not fit naturally into any other heading)

## **HEADING 10 – FORMAL ASSESSMENTS**

National Testing is part of the work of the class, e.g. if imaginative writing is being done for a test, no other imaginative writing will be done during that week.

- Additional planning and preparation
- Cross marking/moderation
- Prelim test marking – where this is recognised as a particularly heavy additional workload

## **FLEXIBILITY**

- Some time should be allowed for unforeseen events, etc.

It is important that this is carefully noted and adjustments made to the above headings at the end of the session so that an accurate use of the 195 hours is recorded.

It is anticipated that aspects of the agreement can and should be completed during the school day when teachers have non class contact time, commonly called RICCT.

References TP21  
Collegiate Agreements from all schools in SBC

**Appendix 1: 35 Hour Week - Working Time Agreement (WTA)**

| WTA AGREEMENT CATEGORIES   | Allocated hours | Running Total |
|--|-----------------|---------------|
| 1. <b><u>Parents' Meetings</u></b>   |                 |               |
| 2. <b><u>Staff Meetings</u></b>  |                 |               |
| 3. <b><u>Preparation and completion of PLPs, Review Reports, etc.</u></b>                          |                 |               |
| 4. <b><u>Forward Planning</u></b>  |                 |               |
| 5. <b><u>Curriculum Development</u></b>  |                 |               |
| 6. <b><u>Professional Review and Development (PRD)</u></b>   |                 |               |
| 7. <b><u>Continuing Professional Development</u></b>   |                 |               |
| 8. <b><u>Additional Supervised Pupil Activity</u></b>  |                 |               |
| 9. <b><u>Additional Preparation and Correction</u></b>   |                 |               |
| 10. <b><u>Formal Assessments</u></b>   |                 |               |
| Balance of time left for unforeseen issues/developments and/or to extend developments if required. |                 |               |