

## **Aberdeen City – LNCT Agreement August 2020**

### **Working Time Agreements 2020-21**

A Covid-19 Education Recovery Group was convened to ensure that appropriate structures are in place as we enter the recovery phase where schools begin to re-open. Both the nature and the duration of any recovery period is currently unknown.

Aberdeen City LNCT agreed that no WTAs should be negotiated in May/June 2020 and this was deferred until the situation around Covid19 became clearer.

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, operating 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 SIP and WTA should reflect this.

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

- These must have the ability to be reviewed as the situation develops throughout the school year. Collegiate reviews must take place termly as a minimum and schools may wish to begin negotiations with a focus on the first term only given the unprecedented situation.
- Covid-19 has and will impact on schools' improvement plans and WTAs, and this is likely to result in a recalibration of time allocations in the WTA.
- All WTAs 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. Digital solutions should generally be the default position.
- Routine review of risk assessments must be built in.

## **Non-Class Contact Time – arrangements for return to school August 2020.**

In planning 100% return to school buildings, the advice and guidance from Scottish Government informing our risk assessment is clear that it is desirable to minimise the number of contacts for all staff and pupils in our schools at this time.

Existing arrangements for NCCT vary from school to school, however, often involve at least one session where large numbers of pupils are gathered e.g. for assembly. This would go against national guidance.

In order to reduce the number of contacts it may be appropriate to review existing arrangements for NCCT and explore a collegiate agreement where e.g. teachers receive their entitlement to NCCT for the week in one block, or the entitlement for a two week period in the form of one non-teaching day per fortnight or 2 days together for a 4 week period. (pro rata arrangements will apply for part time teachers) Therefore, to avoid teachers working in school in shared bases etc, all NCCT, where not a full day, should be scheduled to commence at start of school day or scheduled to complete at end of school day. Teachers should only attend for their class contact and exercise "time and place" for NCCT.

All discussions and negotiations regarding NCCT must be undertaken in a collegiate manner.

1. Where a NCCT agreement has been collegiately agreed, the expectation is that in almost all cases staff will exercise "time and place" and work from home during NCCT days/half days. Variation of class contact leads to variation on working week of 35 hours as set out below (Appendix 1) There is no additional time created and staff should not be allocated additional work for days working at home. Teachers will manage their work, other than scheduled remote staff meetings, at their own discretion in line with "time and place".
2. Within a flexibility arrangement extending over two or four weeks if staff lose out on their NCCT day(s) for any reason, then it should be rescheduled within the specified period of flexibility. It would not be acceptable for a teacher to do 3 weeks of 25 hours and then lose out on NCCT due to holidays, in-service or absence.
3. Teachers are not required and should not be asked to come into school on NCCT days due to cover issues.

The existing SNCT agreement states that schools wishing to implement an arrangement spanning over more than one week must submit their proposal to LNCT for agreement.

In the current unprecedented circumstances it is proposed that any such collegiately agreed arrangements at school level, over up to a 4 week period, be submitted to Caroline Johnstone, QIM who will review these, collate them and take back to LNCT for final approval.

The LNCT will review this agreement mid-session to determine if it is working effectively in schools and respond accordingly.

### **Appendix 1**

All time is in hours (i.e. 7.5 is 7 hours 30 minutes)

Flexibility period	week	Class contact	Personal prep & correction	Collegiate hours	Working week	NCCT to be scheduled
1 week	1	22.50	7.50	5.00	35.00	2.5 hour block
2 weeks	1	25.00	8.33	5.00	38.33	
	2	20.00	6.67	5.00	31.67	one full day
4 weeks	1	25.00	8.33	5.00	38.33	
	2	25.00	8.33	5.00	38.33	
	3	25.00	8.33	5.00	38.33	
	4	15.00	5.00	5.00	25.00	two full days

## **Appendix 2**

### **SNCT PART 2 APPENDIX 2.17**

#### **CODE OF PRACTICE ON WORKING HOURS, WORKING WEEK**

There is evidence that current provisions have been set aside on an ad hoc basis in some schools. These include where the arrangement of providing Class Contact Time is organised in larger blocks of time, or where a teacher has provided cover in unforeseen circumstances.

Where there is a collegiate agreement in the school's Negotiating Group on a planned, flexible approach to working hours within an individual establishment and the national criteria outlined below is met, a school can develop an alternative approach to working hours. Schools are encouraged to engage with LNCT Joint Secretaries if advice is required on formulating an alternative approach. These will be submitted to LNCTs with the WTA for confirmation that they meet the national criteria.

#### **LNCTs should also confirm:**

- that agreements are set within a clear and transparent process which will be monitored by the school's negotiating group and the LNCT to ensure agreements have been reached collegiately.
- That there is a facility for monitoring the flexible approach within schools
- that advice and guidance, in accordance with this Code of Practice, is provided by LNCT Joint Secretaries to establishments on situations which may arise including emergency cover.
- that the implementation of this Code of Practice is monitored by LNCTs and reported to the SNCT on any unresolved difficulties which arise.

Thereafter, LNCTs will note plans on the basis of informed consent unless there is evidence that the national criteria have not been met or where the proposal produces staffing consequences which cannot be delivered.

#### **National Criteria:**

- (i) A school may operate class contact time, preparation and correction time and remaining time over a longer period, normally 2 weeks, but not exceeding 4 weeks;
- (ii) Maximum class contact time in any single week is restricted to 25 hours, subject to an average of 22.5 hours over the agreed period of variation.
- (iii) Any reconfiguration of class contact time would be subject to discussion and agreement between the Headteacher and the relevant teaching staff.
- (iv) The school proposal signed by the Headteacher and a representative of the teaching staff should be submitted to the LNCT Joint Secretaries.

(v) Preparation, correction and collegiate activities are key elements of the work of teaching professionals and Headteachers must allow appropriate time for such core activities.

(vi) The working week must average 35 hours over the agreed period of variation. Preparation and correction remains as a minimum, one third of the class contact time delivered each week. The remaining time is for collegiate activities, as per the schools Working Time Agreement. Where class contact time is varied from 22.5 hours per week the agreement must show how this will be averaged out over the period of variation, including staffing arrangements; time for preparation and correction will be guaranteed within that period.

(vii) This flexible approach should be planned prior to the beginning of the academic year; this should be part of the school's annual working time discussions and not normally used to deal with short term cover situations. Any flexible approach will be reviewed on a regular basis by the school Negotiating Group, any revisions which are deemed necessary will be subject to the same level of joint agreement outlined in (iii) and (iv) and reported to LNCT.

(viii) Planning at school level should be characterised by collaborative, consultative and collegiate processes focused on the best outcomes for the school and its pupils.

Time and place arrangements will be retained.