

TEACHERS' SALARIES AND CONDITIONS OF SERVICE COMMITTEE (SCHOOLS) MANAGEMENT SIDE

c/o Ballee Centre, Ballee Road West, Ballymena, BT42 2HS Telephone: (028) 2566 1223

28th August 2020

Dear Principal

Directed Time Budgets – Transitional Arrangements

We recognise that these are very challenging times for you, our school leaders, as you begin to re-start the academic year for your pupils and staff. You have skilfully navigated and will continue to steer your school community through many complex issues as the planned phased return is implemented, and we are mindful of the demands this places on you as school leaders, in particular as your priorities are so rightly focused on the well-being and health and safety of your school community.

I wrote to you on 5th June 2020 providing advice on developing Directed Time Budgets. At that time I indicated that we would bring forward a further package of support measures recognising that we would all need to be responsive to the changing environment we are dealing with.

To support you through the process of developing Directed Time Budgets we have produced a resource in collaboration with the teaching unions. The resource can be accessed by clicking on this [link](#).

It contains the following materials:

- A Sway presentation - with the key messages of the Advice on Developing Directed Time Budgets;
- A PowerPoint - a detailed professional learning resource for school leaders to clarify understanding of the time budget process. It can also be used to facilitate discussion with colleagues in your school;
- A checklist - to enable school leaders to review their Directed Time Budget planning;
- Further reading and links - key reference documents related to The Teachers' Agreement.

Whilst we appreciate many schools will have completed the process of agreeing Directed Time Budgets we are conscious that current conditions may have made this difficult for others. We would encourage you to complete this process as soon as circumstances allow. However, in consultation with our trade union colleagues we have **agreed transitional arrangements for the completion of Directed Time Budgets by 31st October 2020.**

In the meantime, until individual time budgets are in place, no teacher should be directed to work more than 32.4 hours in a single week and it has been agreed that each working day should be counted as 6.5 hours and deducted from the 1265 hours available thereafter. Please note that teachers can be directed to carry out duties from home or school.

Throughout the month of September the Education Authority will provide access to webinars that will provide opportunities for further discussion and clarification of the time budget process. Principals can register for whichever date best suits them and can submit questions at the time of registration. All webinar sessions will be recorded and made available via C2K for future reference and for those principals who cannot attend them at the scheduled times. The dates for these webinars are:

Thursday 10th September at 3pm

Thursday 17th September at 2pm

Thursday 24th September at 3pm

Registration for the above events can be made by clicking this [link](#)

Further support programmes will be provided for Boards of Governors and First Time Principals. Dates for these training programmes will be provided in due course. Ongoing support for schools will also be available through your Link Officer.

We welcome the agreement reached with our union colleagues to introduce a degree of flexibility at this difficult time and we hope that this package of support and guidance will facilitate the effective implementation of this aspect of the Teachers' Agreement.

Yours sincerely,



Sara Long
Chair, TNC Management Side