



Education & Learning Service

Highland Local Negotiating Committee for Teachers

**LNCT Agreement no. 6
(Revised June 2023)**

**Reduction of Class Contact Time for
Primary Teachers**

EDUCATION AND LEARNING SERVICE

REDUCTION OF CLASS CONTACT TIME FOR PRIMARY TEACHERS

1. Introduction

- 1.1 SNCT Handbook sets out arrangements for maximum class contact time for teachers in Scotland.
- 1.2 In Highland P1-3 classes have a 22.5 hour pupil week and P4-7 have a 25 hour pupil week.

2. Working Hours

- 2.1 The working hours of teachers are set out in SNCT Handbook Part 2, Section 3.
- 2.2 There are only three divisions of time – class contact time, personal time, and collegiate time.
- 2.3 The maximum class contact time for teachers in primary classes shall be 22.5 hours per week. Personal time is calculated as no less than one third of maximum class contact time and shall be 7.5 hours per week. The balance of time, 5.0 hours per week, is for collegiate activity. The use of this collegiate time, which includes additional time for preparation and correction, shall be agreed at school level as outlined in LNCT 17.
- 2.4 Any task which does not require the teacher to be on the school premises is covered by SNCT Handbook Part 2, Section 3. Teachers should notify line managers of their intention in this respect and ensure that they sign in and out of their place of work as required.
- 2.5 The 2.5 hours class contact reduction (CCR) time required by P4-P7 teachers should be arranged in meaningful blocks of time and should normally be no less than 45 minutes.
- 2.6 In weeks shortened by in-service days, public holidays or unexpected school closure days, CCR time will be allocated at the usual times with no need for reduction or increase. If a teacher misses CCR time through being absent, then the CCR time does not require to be made up. Similarly, if an individual class teacher is absent then the normal pattern of CCR applies for the remainder of the week.

- 2.7 With the above in mind, timetables should normally be constructed to avoid a teacher having all of their non class contact time on a Monday or a Friday

3. **Delivery of the Curriculum**

- 3.1 When a class is taught by another teacher it is that teacher who assumes responsibility for the teaching and learning undertaken in that period of time.
- 3.2 This covers planning, teaching, assessing, recording, and reporting.

4. **Part-Time Teachers**

- 4.1 Part-time teachers will have pro rata arrangements as per SNCT Handbook Part 2, Section 3.

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

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Date 13 June 2023

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