



Billingshurst Primary School
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Friday, 15th December 2023

Dear Parents and Carers,

I am writing to inform you about changes to the PPA (planning preparation & assessment) arrangements which will be start in the new year. This is the half day all class teachers take out of class to prepare the learning for your children.

As you are aware, we have some long standing PPA teachers leaving us at Christmas and some teachers returning to us from maternity leave. This has provided us with an opportunity to review our current setup and make sure that your children have quality, consistent teaching every week from an adult they know.

Going forwards, our inclusion teachers will become part of our PPA team for an afternoon a week as well as some of the senior leadership team. To enable this to run smoothly, some classes will have their PPA sessions on a different day or at a different time than presently. This will begin in our first full week back: the week commencing 8th January, except Year 2, who will have PPA on Thursday 4th January.

We do understand that change can be unsettling for some children, so please be assured that we are working to ensure that all children have the best possible provision.

I have attached an overview of the PPA, ECT (Early Career Teacher time) & TLR (Leadership time for senior teachers) schedule for EYFS, KS1 & KS2. We will have a conversation with the children before we break- up for Christmas to ensure that they are aware of the changes and have had an opportunity to meet their new PPA teacher.

If you have any specific queries not answered by this letter, then do please get in touch as soon as possible so that we can address these.

Brian Ball
Interim Headteacher



KS1

	Tuesday	Wednesday	Thursday
am		Year 1 PPA Mrs Mason/Mrs Jolley Mrs Gold Mrs Pickard Emily Walker TLR Mrs Walton	Year 2 PPA Mrs Barber Mrs Hampson Mrs Ledra (from February)
pm		Reception PPA Mrs Langley/Mrs Hunt Mrs Pickard Mrs Ledra (from February)	

KS2

	Tuesday	Wednesday	Thursday
am	Year 3 PPA Mrs Stripp Mrs Pickard (formerly Miss Oakes) Mrs Eames (Ukelele lesson)	Mr Hampson (TLR) Morocco Class Mrs Diserens	Year 4 Mrs Diserens Ms Davenport Swimming (Mrs Weeks accompanying children)
pm	Helen Mack (TLR) Maldives Class Mrs Pickard	Year 6 PPA Mrs Diserens Mrs McGhie Mrs Hatrick	Year 5 PPA Ms Gorringe Mrs Diserens Ms Davenport Miss Shilton (fortnightly) ECT cover Mr Timmins



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