

INSERVICE, PARENTS' MEETINGS AND PUBLIC HOLIDAYS FOR PART-TIME STAFF

Department

Job Share / Part Time

\* delete as appropriate

Name of member(s) of staff

FTE

Completed jointly for job sharers

Temporary/Permanent\*

\* delete as appropriate

Head of Department /

(1) Inservice Days

Please enter the dates you wish to attend.

No if Inset days in year -  
No if Inset days pro rata

(2) Parents' Meetings

Please give dates and year group

No of parents meetings agreed per annum  
No of parents meetings agreed pro-rata

(3) Public Holidays

Please enter dates for the days you will work / not work to  
redress balance

Number of school days per year 195 - Pro rata entitlement - (see table)

Signature of member(s)of staff .....

Date .....

.....

Date .....

Signature of Line Manager .....

Date .....