



Preparing the year — 738 sequences, 11 family questions

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Twelve months of lesson log, 11 team schemes of work · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The measurement covers what the school prepares and receives, never what a pupil is worth nor what a teacher does. The 3 updated schemes of work and the 11 answers to families are written: the team reads them, corrects a word and settles the version.**

What the school prepares every year

Item	Annual volume	Unit time today	Observation
Sequences prepared	738	5 hours for a differentiated three-lesson sequence	Only 246 carry both written pathways — one in three

Item	Annual volume	Unit time today	Observation
Sets of report comments	540	2 h 30 per form per term, of which 1 h 15 of writing	18 forms × 10 subjects × 3 terms, that is 14,580 individual comments
Review boards	54	45 minutes of minutes	Minutes sent three weeks after the sitting on average
Messages from families received	9,400	20 minutes end to end, of which 3 min 24 of answering	6,400 are about 11 recurring questions

The 11 family questions — 6,400 messages out of 9,400

Question	Messages a year	Where the written answer already is
Timings, entry and pick-up, lateness	1,180	School rules, article 3 — staff notice of 4 September
Absences and notes	960	School rules, article 5
Canteen and billing	870	Notice to families of September, charges voted by the governing board
Appointment with a teacher	740	Parents' evening calendar
Trips and school journeys, consent forms	620	Trip notices, the office's consent templates
Year-10 work placement — dates, agreement, finding a placement	580	Staff notice of 12 January — 340 messages in a fortnight this term
Access to the digital workspace, lost credentials	510	The school's help sheet
Grants and financial help	430	Campaign notice displayed, bursar's file

Question	Messages a year	Where the written answer already is
Equipment and supplies	360	Start-of-year list by year group
School transport	90	Local authority transport service sheet
Report and board calendar	60	Year calendar voted by the governing board
Total	6,400	The answer existed; what was missing was availability

The three measured items, and what the agent does with them

Item	Share of the task's time, before	After	In duration	Volume retained	Time given back
Preparing a differentiated sequence	100 %	18 %	5 h → 54 min	612	2,509 hours
Writing a form's report comments	50 %	12 %	1 h 15 → 18 min	540	513 hours
Answering a recurring parent question	17 %	8 %	3 min 24 → 1 min 36	6,400	192 hours
Total	—	—	—	—	3,214 hours a year

3,214 hours is exactly two working years on the statutory basis of 1,607 hours a year — **78 hours per teacher, a little over two hours per teaching week. No post is cut, none is created:** it is teacher time given back to the classroom, and **in front of a governing board, what stands up is what that time produced.**

The proposed opening order — three teams out of eleven

Subject team	Sequences a year	Teachers	Opening	Sequences prepared with the agent
Mathematics	168	7	September	168
French	154	6	September	154
History and geography	132	5	September	132
<i>The other 8 teams</i>	284	23	January, two per fortnight	158
Total	738	41	—	612

Three teams out of eleven carry 454 of the 738 sequences — 61 % of the school's preparation. Opening all eleven at once would take eleven thirty-minute meetings, that is five and a half hours to fit into timetables that do not overlap: three weeks' delay for 39 % more sequences. Three in September, eight in January: the first sequence is used on Monday.

The gap found by comparing the schemes of work with the team minutes

Scheme of work	Version on file	What the meeting of 2 September decided	Sequences affected
Mathematics — years 3 and 4	Previous year's ordering	Proportion moved from the second to the third term	96
Biology and earth science	Previous year's ordering	Two chapters swapped in the second year	72

Scheme of work	Version on file	What the meeting of 2 September decided	Sequences affected
Modern languages	Previous year's ordering	Common assessment brought forward by three weeks	46
Total	—	The 3 up-to-date versions are written, with the replaced line alongside	214

An out-of-date scheme of work does not show: it produces correct lessons, but on the wrong date. **That is the mechanism that produced 17 of the 22 substantive rewrites of the first batch — and it is the nightly comparison of the schemes with the team minutes that brought it down to 4 out of 108.**

For the school to settle

Opening order of the 11 subject teams settled by the teaching council on: _____

Lesson-log documents the agent is authorised to reuse, by team: _____

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