

Timetabling

3.3

Rationale

Schools are required under the terms of the Secondary Teachers Collective Agreement (STCA) to have a Timetabling Policy.

This policy will ensure that staff are able to carry out their work effectively by having measures to limit their contact time to that specified under the terms of the STCA and by endeavouring to control maximum class sizes to those recommended by the aforementioned contract.

Requirements

1. This policy will be developed in consultation with teaching staff.
2. The Principal determines the allocation of staffing for the School on an annual basis in accordance with the Guaranteed Minimum Formula Staffing (GMFS) and also determines the number of classes that will operate in each level/subject.
3. Class sizes will be considered when deciding which courses will or will not be offered or run. The following minimum class size guidelines for each year level will apply:
 - i. Year 10 – 21 students
 - ii. Year 11 – 18 students
 - iii. Year 12 – 15 students
 - iv. Year 13 – 12 students
4. Treaty of Waitangi obligations will be taken into account when deciding which courses will or will not be offered or run.
5. Heads of Faculty will, in consultation with their staff, and their SLT Line Manager, recommend the allocation of classes to staff. The Principal will approve the final allocation.
6. Staff will be consulted in Term 4 of each year about the proposed timetable for the school. Consultation will involve holding one or more meetings of the Timetable Committee.
7. There will be a Timetable Committee of at least three members that comprises the Senior Leader responsible for the timetable, and another staff member who is a Post Primary Teachers Association (PPTA) member, and may also include the Principal and other staff as invited by the Principal.
8. Teachers are entitled to provision of non-contact time as specified in the STCA.
9. The individual time allowances provided in the STCA under clause 3.7 (Te Atakura), 3.8 (Beginning Teacher), 3.8a (Head of Department Beginning Teacher Time Allowance) and 3.8b (Specialist Classroom Teacher), and the relevant Community of Learning Time Allowance of this Agreement shall be in addition to the non-contact time entitlements above.

10. The school will endeavour to provide non-contact time for part-time teachers who are employed between 0.48 FTTE and 0.89 FTTE to allow such teachers non-contact time that is proportionate to that provided to full-time teachers (five hours per week under clause 5.2.3). The timetabled non-contact time outlined in 5.2.6b of the STCA shall continue to operate as a minimum entitlement.
11. The school will use reasonable endeavour to achieve, for each individual teacher with more than one class, an average class size (based upon the teacher's timetabled classes and the roll of each of those classes) of no more than 26 students.
12. Where it is not possible to achieve the required non-contact provision or, despite reasonable endeavour, an individual teacher's average class size is greater than 26, then a teacher can request to meet with the principal to discuss ways of compensation. An agreed day of paid leave will equate to four hours of compensation.
13. In relation to holders of Management Units, the school will provide one extra hour of non-contact time for each MU allocated up to a maximum of three hours. For the fourth and subsequent permanent unit(s) the employer will endeavour to provide one hour for each additional permanent unit. The employer may provide additional non-contact time above and beyond this for senior management positions.
14. Staff can be reasonably expected to carry out duties outside of their teaching contact time. These can include Form Group administrative duties, general playground duties and meeting times with parents and community.
15. The Principal or Senior Leader responsible for Relief retains the right to direct staff to cover classes in their non-contact time. Staff are entitled to negotiate compensation in return. (situations where staff volunteer to cover for their colleagues whilst on 'non-contract' leave are not included).
16. Staff will attend after-school meetings and professional development sessions as programmed by the Principal. The school should endeavour to not extend these beyond 4.30pm.
17. Ordinarily staff are expected to be available on site during non-contact hours. If they go off site they must inform the Main Office for reasons of health and safety.
18. Teachers can be called back into school during holiday leave for up to 5 days for purposes of professional development and/or 5 days for administrative duties in line with 5.4 of the STCA. Such call back days will be notified by the end of Term 4 of the previous year.

Adopted by Board of Trustees: 9 December 2019