



TIMETABLE POLICY 2015 - 2016

Rationale: to provide a framework that ensures that the college provides a balanced curriculum in accordance with the New Zealand Curriculum Framework and related documents, that timetabling decisions are made with due regard to equity and fairness for staff and students, that good employer and EEO principles are taken into account, that the requirements of the STCA are applied to teaching staff and that resources are used efficiently.

Explanation: the policy is in three parts.

Part 1: Guidelines

Part 2: Collective Agreement Provisions

Part 3: "Genuine Reason" Clarification

PART 1 Guidelines

Curriculum

1. All students will have the opportunity to study a broad and balanced curriculum, consistent with the spirit of the New Zealand Curriculum Framework.
2. The timetable will allow, as far as possible, for students to study with their peers and at an appropriate level.
3. Student choice will be the first stage of the timetable process.
4. Teacher preference will be an important consideration when constructing the timetable.
5. The timetable will be constructed in such a way that resources such as specialist rooms and teachers are used efficiently.
6. The timetable will be constructed in such a way that courses that are designed to meet the learning needs of specific groups of students are available to those students and that class numbers, to the greatest extent possible, are balanced within subjects (unless this inhibits the school's ability to meet the provisions of clause 9 below).
7. The timetable will be constructed in such a way that the requirements of NAG 1 are met.
8. The school will endeavour to construct the timetable to provide an equitable spread of option and core classes through periods 1-5 over the timetable cycle.

Class Sizes

9. Class sizes are determined by the resources available and by benchmarked good practice.
10. The school will endeavour to limit classes for teachers with more than one class to an average of 26 students per class at all times of the year.
11. Classes will not usually exceed 30 students. Consultation with the HOD is required if this is likely to occur.

12. Classes should not be above 30 students in two successive years. Should this occur, the school should endeavour to provide additional classes in the subject. Where there is a pattern of large classes in a subject, the school should review the number of classes in that subject and endeavour to increase the number of classes to reduce class sizes.
13. The school will endeavour to limit classes in workshops to 24 students and in other practical subjects to 26 students. Consultation with the HOD is required if class sizes are likely to exceed this limit.
14. Support for oversize classes may include provision of support staff, increased time allowance, compensatory time or additional staffing.
15. Class sizes should not fall below 10 students in two successive years. Should this occur, the viability of the course will be examined. Criteria to be employed during such a review would include, but not be limited to, the level of the class, historical class sizes in the subject and the principles set out in clauses 1 – 7.
16. Support for small classes may include multilevel classes, reduced time allowance or dual enrolment at Correspondence School. Decisions related to these options will be made each year by the Principal in consultation with the relevant Head of Departments.

Splitting Classes

17. Splitting classes between two or more teachers is avoided if possible. Any proposed class splitting requires consultation between the Principal, the relevant Head of Department and the affected teachers.

Length of the timetable cycle and the number of teaching periods per day

18. The timetable cycle consists of 5 x 55minute teaching periods per day (25 per week)
19. Each 55 minute lesson period 1 and 2 Thursday morning constitutes a teaching period for the purposes of this policy.

Whanau time and assembly

20. Assemblies will generally take place during whanau time or on a Thursday.
21. Whanau time does not constitute part of the formal timetable cycle.

Other Duties

22. All teachers will have some pastoral responsibility, as a whanau teacher, except as negotiated with the Principal.
23. Part time teachers may have pro rata pastoral responsibility.
24. All full time teachers will be scheduled for two duty periods per week, except as negotiated with the Principal.
25. Part time teachers will be scheduled for duty on a pro rata basis.
26. All teachers will have some co-curricular responsibility to contribute to the holistic education of students at Spotswood College. These responsibilities will be negotiated with the Principal through the Performance Appraisal process.

PART 2 Collective Agreement Provisions

Non-contact time

1. Non-contact time is based on an individual teacher timetabled hours comprising a total of 25 hours or a combination of periods of time equivalent to 25 hours per week.
2. The school will endeavour to ensure that teachers are allocated a maximum of six classes in each timetable cycle. (Spotswood has a 10 day/2week timetable cycle)
3. Each full-time teacher shall have a minimum of five hours non-contact time within each school week (10 in the 2 week cycle).
4. The school will provide release time equal to one hour per week for HODs who are directly responsible for the advice, guidance and curriculum support of a first year beginning teacher, subject to this beginner teacher being eligible for the 5 hours advice and guidance time allowance.
5. The school will endeavour to timetable part time teachers for a maximum of 18 contact hours per week.
6. The school shall provide non-contact time to part time teachers consistent with the provisions of 5.2.6 (b) of the STCA.
7. The school shall endeavour to provide non-contact time to part time teachers employed between 0.48 – 0.89 FTTE proportionate to that provided to full time teachers.
8. Trained, full time beginning teachers in their first year are allocated a beginner teacher allowance of five hours per week for advice and guidance purposes as well as their minimum non-contact entitlement.
9. Trained, full time beginning teachers in their second year are allocated a beginner teacher allowance of two and a half hours per week for advice and guidance purposes as well as their minimum non-contact entitlement.
10. Trained part time beginning teachers in their first year who are employed for 0.5 or more of a full time load shall receive included in their hours 2.5 hours per week for advice and guidance.
11. The Specialist Classroom Teacher position shall be allocated 4 hours non-contact time.

Unit holders

12. The school will timetable each permanent unit holder with one additional non-contact hour for each of the first three units held.
13. The school will endeavour to timetable each permanent unit holder of 3 or more units with one additional hour of non-contact time or sufficient additional non-contact time to manage their additional administration, management or pastoral duties.
14. The school will endeavour to provide each designated teacher in charge of a subject area who does not hold a permanent unit with one additional non-contact hour.
15. The school will endeavour to provide additional non-contact time for administration, pastoral and guidance responsibilities, curriculum leadership, for professional development, for other special duties as determined by the Principal.

16. Contact hours for Deans and Hapu Leaders are set out in the relevant position descriptions. In principle, Deans teach no more than four classes per week.

Monitoring and recording the use of entitlement non-contact

17. Copies of teachers' individual timetables will be placed on their files each half year.
18. Teachers are entitled to view their previous timetables to confirm that appropriate non-contact allowances were provided

Compensation for teachers operating outside the normal timetable

19. Some departments may be asked to teach classes outside of the normal timetable, for example, before school or at lunchtime. These classes are considered to be part of the 25 hour timetable cycle for the teachers involved.

Review Process

20. The school shall implement a policy on timetabling which is developed and reviewed in consultation with its teaching staff biannually.
21. The timetable policy shall be reviewed by the Principal and teaching staff by the end of Term 3 2013..
22. The student/teacher contact load of each teacher will be analysed each year. The school will endeavour to balance student/teacher contact loads across teachers to ensure fairness during the year and between years.

PART 3 "Genuine Reason" Clarification

1. Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact hours when:
 1. All reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found.
 2. The request is made on an individual basis, and a blanket request for agreement to reduction in non-contact entitlements shall indicate a need to review timetable structures and operation.
 3. There is a sudden emergency that requires supervision of a class for its ongoing safety. All efforts will be made to find a day reliever.
 4. No day reliever can be found after timely and appropriate efforts have been made.
 5. On a longer term basis, and after all reasonable endeavours have been exhausted, the timetable can only be made to operate if a teacher teaches for a term, semester, module or a year, at a higher level of contact than their minimum non-contact indicates.
 6. Teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts.

2. Where by virtue of demonstrated timetable or other constraints the allocation identified of non-contact hours or an average 26 students per class limit for any individual teacher cannot be implemented the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the allocation of their non-contact entitlement or average class size entitlement. If it is subsequently agreed that there is genuine reason why it is not possible to provide the non-contact or average class size entitlement within the timetable then the principal and the teacher may mutually agree to compensate the teacher with:
 1. An equivalent increase in the allocation of time for non-contact teaching duties at another point in that school year; or
 2. An equivalent increase in the allocation of time for non-contact teaching duties in the following school year; or
 3. An equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
 4. Compensatory relief cover for the teacher later in that school year; or
 5. Some combination of the above.

3. Where by virtue of genuine and demonstrated temporary constraints the allocation of non-contact hours to which an individual teacher is entitled cannot be met within any week then the principal and the teacher may, on each occasion, mutually agree to compensate the teacher with:
 1. An equivalent temporary allocation of non-contact time at another point in that school year; or
 2. An equivalent temporary reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
 3. Relief cover for the teacher later in that school year; or
 4. Some combination of the above.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 23 March, 2015.

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: _____ (Date)

Reviewed Date: _____ Signed for B.O.T. _____