

Timetabling Policy

Rationale:

Each year, it is necessary to go through a process of planning for the following year's timetable. This planning takes into account student needs and choices, appropriate rooming and resourcing, and staffing allocations. The timetable is based on a curriculum profile organised into options lines.

Goal:

To produce a timetable for an updated curriculum profile offering a broad range of student choice and which can be met by our staffing allocations.

Objective:

A completed timetable will be available for operation from the start of the new school year.

Guidelines:

1. The curriculum profile is updated each year in consultation with the Leaders' Group as follows:
 - New courses, approved by the Senior Leadership Team are added to the subject choice profile.
 - Courses with low numbers may be removed in the previous school year or in the first few weeks of the new school year.
2. The timetable is based on the curriculum profile.
3. The timetable is made up of option lines with some lines operating during the normal school day, and some lines after school hours (the extended day), and After Three classes.
4. Leaders use the completed profile to allocate staff to classes, and this information is used to build the timetable.
5. If it is necessary to change allocations in order to successfully complete the timetable, those Leaders concerned will be consulted before changes are made.
6. Appropriate rooms are assigned in consultation with Leaders.

7. Teachers who are allocated into after school time slots are entitled to a nominated and equivalent amount of time off during the school week where appropriate and possible.
8. Teachers' timetables will be filled according to the Leaders' allocations up to their respective set number of hours as per the Staffing Policy and the Secondary Teachers' Collective Agreement.

Approved by: SHG

Designation: BOT Chairperson

Date approved: 5th March 2019

Review date: 2 years