



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, which combines an updated curriculum profile with a broad range of student choice, and staffing allocations as put forward by Curriculum Leaders. The timetable should aim to meet the needs of the students, meet the Board of Trustees' Good Employer obligations, and conform with the Secondary Teachers' Collective Agreement contract requirements.

Objective: A completed timetable based on Curriculum Leaders' allocations will be available for operation from the first week of the new school year.

Guidelines:

1. The curriculum profile is updated annually in consultation with Curriculum Leaders as follows:
 - New courses, approved by Senior Management 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 3 classes.
4. Curriculum 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 to successfully complete the timetable, those Curriculum Leaders concerned will be consulted before changes are made.
6. Appropriate rooms are assigned in consultation with Departments.
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 Curriculum Leaders' allocations up to a set number of hours as dictated by the Staffing Policy.

Allocations:

- While every effort will be made to accommodate individual teacher's timetable requests, the School reserves the right to assign teachers to classes for the primary benefit of students.
- Curriculum Leaders are responsible for allocating staff to classes each year.
- Staff are allocated to classes according to their qualifications and experience.
- Classes are shared amongst staff equitably so that to the greatest degree possible individual staff workloads are fair and manageable. This equitable distribution pertains to class size, year level, and the academic nature of classes.

Non-Contact Time:

Non-contact time provisions, as set out in the Secondary Teachers' Collective Agreement 5.2, must be granted. Where the appropriate non-contact hours for any individual teacher cannot be implemented, the teacher may mutually agree to compensation in the form of time in lieu, reduced duties (possibly including form time) or a combination of these. These arrangements will be confirmed in writing.

Class Sizes:

In timetabling the school, every effort will be made to achieve an average teaching class size of no more than 26 students for teachers with two or more classes, as specified in the Secondary Teachers' Collective Agreement 5.9.2. Where this is unable to be achieved, appropriate compensation will be negotiated in accordance with the Secondary Teachers' Collective Agreement 5.1A.1.

Student numbers are shared amongst staff equitably so that to the greatest degree possible individual staff workloads are fair and manageable.

Classes that have size restrictions because of safety, space or specialist equipment need to have a maximum number set by the Curriculum Leader, and a wait-listing system set up.

Internal Relief:

Once Senior College students are on study leave for NCEA examinations (November & December each year), it is expected that professional development relief and excursion/trip relief would be covered by other teaching staff in that department, wherever practicable and possible.

Meal Allowance:

Where staff are required to stay beyond their regular hours of work and would qualify for a Meals Allowance (Secondary Teachers' Collective Agreement 7.2), the School may provide a meal in lieu of the paid allowance.

Work Breaks:

The School is expected to meet the conditions of the Employment Relations Amendment Act 2008 in regard to work breaks. Where staff are expected to attend meetings during the school day (including lunch time and interval) due consideration must be given to staff being granted their required work break prior to the start of their next class.

Grounds Duty:

All full time teaching staff will be allocated supervisory grounds duties, ensuring equity of workloads are taken into account. Part-time teaching staff will be allocated supervisory grounds duties on a pro-rata basis.

Application:

This policy applies to timetabled instruction at Hagley College. Off-campus instruction, sports and cultural trips and other EOTC will not be bound by this policy.

This policy should be read in association with:

- Staffing Policy

This policy must comply with:

- Education and Training Act 2020
- Secondary Teachers' Collective Agreement
- State Sector Act 2009 Good Employer Requirements
- Employment Relations Amendment Act 2008

Approved: 

Designation: Bot Chairperson

Date Approved: 13/04/2021

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