

KAIKORAI VALLEY COLLEGE



TIMETABLING POLICY

OBJECTIVES

1. To implement a policy on timetabling which is developed in consultation with the teaching staff.
2. To be in accord with PPTA contract 5.2.1 *“Each employer must have a policy on timetabling, developed in consultation with its teaching staff.”*

GUIDELINES

1. A timetabling group is appointed by the management team and will generally include the DP with responsibilities for the senior school.
2. It is expected that at each stage of creating the Timetable that the curriculum group (HOD/TICs) and management team will be briefed on progress and any arising issues.
3. The timetable team, in consultation with the management team, shall endeavour to minimise the splitting of classes.
4. The timetablers shall endeavour to minimise the number of rooms a staff member teaches in, if they do not have their own allocated classroom.
 - 4.1. Class sizes will be a consideration of the timetable. The timetabling staff will endeavour to keep the average (across all year levels) class size at 26 students or below.
 - 4.2. Specialist rooms will have a maximum number of students due to health and safety issues within the subject considered. HODs of such subject areas should, in consultation with the management team, provide maximum number limits for such rooms to the timetabling staff and Deans who course students.
 - 4.3. In cases of small classes they:
 - 4.3.1. may be combined across year levels
 - 4.3.2. may have reduced teacher contact time
 - 4.3.3. may be offered through distance learning eg. video conferencing or Correspondence School
5. HODs and TICs will be given the opportunity to nominate staff members within their department to particular specific teaching programmes. Changes or additions to staff teaching subjects will be done in consultation with HOD's of affected staff and Senior Management, if necessary.
6. It is the aim of the timetabling staff to have draft timetables available at the end of the school year for all staff.
7. Consideration shall be given when timetabling of part-time staff to have, where possible, reasonably blocked periods.
8. Non-contact time is to be based on 26 periods of timetabled teaching time per week.
 - 8.1. Each **full-time teacher** shall receive five non-contact periods within the school week.
 - 8.2. **Trained beginning teachers in their first year** who are employed full-time shall be a 0.8 charge against the school staffing entitlement. They will receive full salary and have 9 non-contact periods allocated to them.
 - 8.3. **Trained beginning teachers in their second year** who are employed full time shall be on a 0.9 charge against the school staffing entitlement. They will receive full salary and have seven non-contact periods allocated to them.

- 8.4. The **Specialist Classroom Teacher** appointee will attract an additional four non-contact periods onto the five allocated as full-time teacher, meaning nine non-contact periods are allocated to them.
- 8.5. The school will endeavour to provide additional non-contact time for **teachers with additional responsibilities** such as HODs, TICs, Deans and MMAs as per the Collective Agreement. The Board of Trustees endeavours to give all teachers who have Permanent Management Units a further one non-contact for each of the first three units on top of the five allocated as full time teachers.
- 8.6. **Part-time teachers** are those teaching staff employed for less than 0.9 FTTE. The table below provides the Collective Agreement's guidelines (page 52 of Collective).
- 8.7. Each part-time teacher will receive a letter at the start of the teaching year, which outlines his or her part-time status and his or her allocated entitlement to non-contact hours as per the Collective Agreement 5.2.6.

FTTE	Minimum timetabled non-contact hours per week
0.89	3.0
0.87 – 0.889	2.5
0.85 – 0.869	2.0
0.83 – 0.849	1.5
0.75 – 0.829	1.0
0.72 – 0.749	0.5
Below 0.72	None

Where possible, and in the event that funding allows, the Board of Trustees will endeavour to award additional non-contact hours as per the following table.

FFTE	NC
0.84 or above (21 hours)	5
0.8 (20 hours)	2.5
0.76 (19 hours)	2
0.72 (18 hours)	1.5
0.68 (17 hours)	1
0.64 or below (16hours)	0

9. Teachers may be asked to temporarily forgo their entitlement to non-contact when:
 - 9.1. All reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found.
 - 9.2. The request is made on an individual basis. A blanket request for agreement to reduction in non-contact entitlement shall indicate a need to review timetable structures and operations.
 - 9.3. 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.
 - 9.4. No day reliever can be found after timely and appropriate efforts have been made.
 - 9.5. 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.
 - 9.6. Teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts.
10. Where timetable or other constraints do not allow the allocation of non-contact hours for any additional teacher, the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the allocation of their non-contact entitlement. If it is subsequently agreed that there is a genuine reason why it is not possible to provide the

non-contact entitlement within the timetable, then the Principal and the teacher may mutually agree to compensate the teacher with:

- 10.1. an equivalent increase in the allocation of time for non-contact teaching duties at another point in that school year; or
 - 10.2. an equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods meaning the removal from other current duties such as whānau time or attendance at assembly; or
 - 10.3. release from school events; or
 - 10.4. compensatory relief cover for the teacher later in that school year; or
 - 10.5. some combination of the above; or,
 - 10.6. if none of the above are possible, payment of one fixed-term unit or one board-funded responsibility payment per year for each weekly hour of non-contact lost for the period during which the entitlement reduction occurs
11. All teaching staff are allocated an equitable amount of duty to ensure that students are safe out of class and the environment is kept in good condition.
12. Staff are allocated to a whānau class in an equitable manner to ensure pastoral and administrative tasks are done.

Outcome:

The timetable of the school will meet the general needs of students and staff.

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Reviewed	09 November 2011
Reviewed	07 September 2016
Reviewed	26 June 2019
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