



TIMETABLE POLICY

UNDERLYING PRINCIPLES:

1. Heads of Faculty make timetable allocations based upon:
 - Appropriate teacher for classes (strength and expertise)
 - Appropriate courses for students
 - Maximising learning outcome for students (low ability or practical classes may be smaller for example)
2. Long Bay College must maintain its curriculum breadth.
3. Long Bay College must maintain and continue to improve its quality of teaching and learning and hence student achievement.

POLICY:

1. Teachers will be allocated a programme of teaching which meets the guidelines outlined in the current Secondary Teachers Collective Agreement.
2. At an early stage in the timetabling process the proposed timetabling contact hours for the following year will be available for discussion and agreement by staff members.
3. With the pressure on current school timetables the situation can occur where a teacher is teaching more than the agreed hours per week. This shall be done after consultation with, and the agreement of, the teacher concerned. This negotiated agreement would normally involve a compensatory arrangement.
4. Class sizes are affected by the number of subjects offered in the school and the GMFS, but will be appropriate to the size of the room, nature of the subject taught, and the year level of the subject. Class sizes will endeavour to (a) be within currently accepted best practice in New Zealand; and (b) achieve the average class sizes per teacher as specified in the current Secondary Teachers Collective Agreement.
5. Appendix 1 outlines teaching hours and non-contact hours at Long Bay College.
6. Appendix 2 specifies the process to be used in the situation where the school has been unable to achieve the class size provision specified in the current Secondary Teachers Collective Agreement.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
Draft 25/5/10	1/6/10	3/8/10	By Rob Gosling, Board Chairperson
21/8/12	6/11/12	4/12/12	By Rob Gosling, Board Chairperson
18/11/14	5/15	3/5/15	By Robyn van der Sande, Chairperson
July 2018	August 2018	7/8/18	By Robyn van der Sande, Chairperson

LONG BAY COLLEGE TIMETABLE POLICY

DETAIL OF PROVISIONS

Refer to the attached table: Appendix 1

	PART 1: Collective Agreement Provisions	Long Bay College
1	Non-contact time is based on individual teacher timetabled classroom teaching hours comprising a total of 25 hours or a combination of periods of time equivalent to 25 hours per week.	30 X 50minutes = 25hrs per week.
2	Each full-time teacher shall have a minimum of five hours' non-contact time within each school week from the start of the 2006 school year onward.	Yes
3	Total weekly non-contact time may be a combination of periods that are less than one hour.	Refer to Appendix 1
4	Trained, full time beginning teachers in their first year are allocated five hours per week for advice and guidance purposes as well as their minimum non-contact entitlement. They are a charge of 0.8 against the staffing allowance and must have no more than 15 hours of teaching duties.	Year 1: 15 teaching hrs/week.
5	Trained, full time beginning teachers in their second year are a charge of 0.9 against the staffing allowance and have no more than 17.5 hours of allocated teaching duties each week. Two and a half hours per week shall be timetabled for the purposes of advice and guidance and their remaining timetabled time shall be non-contact time.	Year 2: 17.5 teaching hrs/week. Individual timetables will specify 3 periods (2.5 hrs) per week for advice and guidance.
6	Trained part-time beginning teachers in their first year who are employed for 0.5 or more of a full-time load shall have included in their timetabled hours 2.5 hours non-contact time per week for advice and guidance in addition to any other time allowances to which they may be entitled as part time teachers.	Will meet this provision if a Year 1/2 part time teacher is appointed.

7	<p>The minimum timetabled non-contact time of part-time teachers shall be:</p> <table><tr><th>FTTE</th><th>Minimum timetabled non-contact hours per week</th></tr><tr><td>0.89</td><td>3.0</td></tr><tr><td>0.87 – 0.88</td><td>2.5</td></tr><tr><td>0.85 – 0.86</td><td>2.0</td></tr><tr><td>0.83 – 0.84</td><td>1.5</td></tr><tr><td>0.75 – 0.82</td><td>1.0</td></tr><tr><td>0.72 – 0.74</td><td>0.5</td></tr><tr><td>Below 0.72</td><td>No minimum entitlement</td></tr></table> <p>The school will endeavour to provide pro rata non-contact time for all part time teachers employed between 0.48 and 0.89 FTTE. Long Bay College will confirm this when and if the annual staffing entitlement, received from the MOE, fully funds the staffing required.</p>	FTTE	Minimum timetabled non-contact hours per week	0.89	3.0	0.87 – 0.88	2.5	0.85 – 0.86	2.0	0.83 – 0.84	1.5	0.75 – 0.82	1.0	0.72 – 0.74	0.5	Below 0.72	No minimum entitlement	Long Bay College will endeavour to provide non-contact time following confirmation that that year's annual staffing entitlement covers the required staffing
FTTE	Minimum timetabled non-contact hours per week																	
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Below 0.72	No minimum entitlement																	
8	<p>The placement of each part-time teacher's timetabled non-contact hours within the timetable shall be in discussion with the individual teacher and recognise the distribution of the individual's timetabled class contact hours. The teacher is required to be available in the school during the timetabled non-contact time so as to be available for possible duties at these designated times.</p>	Already a normal part of our procedures.																
9	<p>The employer shall provide as a minimum the following non-contact time entitlement to each teacher allocated permanent unit(s) in addition to the basic non-contact time entitlements:</p> <p>(i) one hour per week for holders of one permanent unit; (ii) two hours per week for holders of two permanent units; and (iii) three hours per week for holders of three or more permanent units.</p>	1.7 hours/week 2.5 hours/week 3.3 hours/week 4PMUs : 4.2 hrs																
10	<p>A teacher designated as a Specialist Classroom Teacher shall receive an additional non-contact time allowance specified in the Collective Agreement.</p>																	
	<p>PART 2: Genuine Reason</p>																	
11	<p>Teachers may only be asked to temporarily forego their minimum entitlement to non-contact when:</p> <ul style="list-style-type: none">▪ all reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found▪ 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▪ 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																	

	<ul style="list-style-type: none"> ▪ no day reliever can be found after timely and appropriate efforts have been made ▪ 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. ▪ teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts. ▪ In any of these instances, the school will endeavor to communicate with staff prior to making changes and allow the opportunity for staff to discuss these changes. 	
12	<p>Where by virtue of demonstrated timetable or other constraints the allocation identified of non-contact hours 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. If it is subsequently agreed that there is 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:</p> <ul style="list-style-type: none"> • an equivalent temporary allocation of non-contact time at another point in that school year; or • an equivalent temporary reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or • relief cover for the teacher later in that school year; or • some combination of the above; or, if none of the above are possible, • payment of a fixed term unit or a board responsibility funded payment for a period. • The school and teacher should make every endeavor to ensure that any compensatory arrangement be agreed upon and concluded in the same school term. 	
13	<p>Where a situation arises such that the class size provision outlined in the collective contract has not been able to have been met the process specified in Appendix 2 shall apply. This process does not provide any solutions that require financial resource until such time as the government fully funds schools for the staffing required for the provision of average class sizes as specified in the current Secondary Teachers Collective Agreement.</p>	<p>Long Bay College will attempt to provide solutions for teachers who are seriously negatively affected by the timetable through occasional relief and other measures but cannot make any guarantees until the government fully funds the average class size provision.</p>

	PART 3: Other timetable policy components	
	Review Process	
14	The policy shall be reviewed as part of the usual policy cycle.	
15	Between triennial reviews either the principal or the PPTA Branch Chairperson on behalf of employees covered by the Collective Agreement may initiate a review through the regular consultative meetings between the branch and the principal.	
	TICs and Senior Management Non-contact time	
16	The employer will seek to provide additional non-contact time for senior management positions in accordance with the following school policy. <ul style="list-style-type: none"> In addition to their entitlement of 8 non-contact hours per week the school will seek to timetable each permanent unit holder of 4 or more units with sufficient additional non-contact time to manage their administration, management or pastoral duties. 	
17	The school will seek to provide each teacher in charge of a department who does not hold a permanent unit with one additional non-contact hour to carry out their specific management and/or additional responsibilities (including guidance and pastoral duties).	Provided where possible.
	Duties outside the timetabled school hours	
18	Allocation of duties.	
19	Form time.	No form classes therefore no form time allocation required.
20	Morning, lunchtime and afternoon supervision.	Maximum of 1 hour per week of supervision required.
21	Other duties – Notices: daily notices are to be read by all staff teaching classes during period two every day.	
	Class sizes	
22	Maximum class sizes (junior, senior, practical, theory classes)	See note 4 of policy preface.
23	Responses to large classes.	See note 4 of policy preface
24	Minimum class sizes (junior, senior, practical, theory classes, special circumstances).	See note 4 of policy preface
25	Determining viability of new courses.	
26	Multi-level classes.	

Appendix 1

Timetable allocations

The allocations in the table below are the starting point for allocations in the timetable.

*All figures rounded to 1 decimal place	NON-CONTACT		TOTAL TIMETABLED TEACHING PERIODS		
	Periods/week	Equivalent hrs/week	Periods/week	Equivalent hrs/week	
Full time teacher	6	5	24	20	
Year 2 teacher	9	7.5	21**	17.5	
Year 1 teacher	12	10	18	15	
SPECIAL RESPONSIBILITY CONTACT HOURS					Extra non-contact hrs
1 Management Unit	8	6.7	22	18.3	1.7
2 Management Units	9	7.5	21	17.5	2.5
3 Management Units	10	8.3	20	16.7	3.3
4 Management Units	11	9.2	19	15.8	4.2
Faculty Deans	11	9.2	19	15.8	6.2
Directors of Learning	14 or thereabouts	11.7	16	13.3	6.7

** Year 2 teachers have approximately 90% (87.5%) of the normal contact hours of other teachers.

* Year 1 teachers have approximately 80% (79.2%) of the normal contact hours of other teachers.

Appendix 2

PROCESS FOR ENDEAVOURING TO MEET CLASS SIZE OR NON CONTACT ENTITLEMENTS

Note that class sizes will vary throughout the year. This process to be undertaken at the end of February, and reviewed late June. This coincides with the 1 March and 1 July returns.

1. Analysis of data.
2. Budget is examined to see if extra teachers can be afforded.
3. Timetabler discusses each situation with the appropriate Head of Faculty, seeking suggestions, and checking that students are correctly placed (Special Needs, EAP, etc.).
4. Timetabler and Head of Faculty meet with individual teacher seeking suggestions and possible solutions.
5. Should the entitlement be unable to be met then an explanation as to why not will be provided to the teacher by the Principal.

Note: A checklist to be formed from the above points for each individual case.