



TIMETABLE POLICY

APRIL 2021

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 aims to maintain and develop its curriculum breadth.
3. Long Bay College aims to maintain and continue to improve its quality of teaching and learning and hence student achievement.
4. Suitable opportunity for growth and development of teachers.

POLICY:

1. Teachers will be allocated a programme of teaching which meets the guidelines outlined in the current Secondary Teachers Collective Agreement (STCA).
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 (Guaranteed Minimum Formula Staffing) 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, 2020.

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
April 2021	13/4/21	13/4/21	By Kevin de Jong

DETAIL OF PROVISIONS

Refer to the attached table: Appendix 1

	PART 1: Collective Agreement Provisions	Long Bay College
1	<p>The non-contact time allocations for secondary teachers are an acknowledgement of the importance to quality education of the duties other than classroom teaching which teachers are required to undertake while schools are open for instruction.</p> <p>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.</p>	<p>20 x 60 minutes + 5 x 55 minutes = 24 hours 35 minutes</p> <p>Allocations are based on 25 hours</p>
2	<p>The employer shall provide five timetabled non-contact hours within each school week to each full-time teacher subject to STCA clause 5.1A. The non-contact time may be a combination of differing periods of time which total no less than the equivalent of five non-contact hours.</p> <p>The individual time allowances provided under clause 3.7 (Te Atakura), 3.8 (Beginning Teacher), 3.8A (Head of Department Beginning Teacher Time Allowance) and 3.8B (Specialist Classroom Teacher) of this Agreement shall be in addition to the non-contact time entitlements above</p>	<p>Yes</p> <p>Refer to Appendix 1</p>
3	<p>Te Atākura Time Allowance - Te Atākura graduates trained in 1987, 1988, 1989, 1990, 1991 and 1992:</p> <p>Shall be allocated a time allowance of up to 0.5 FTTE time as a special allowance for teachers trained under Te Atākura scheme for the use of their special skills in the areas of Taha Māori, of support for Māori students and for liaison between the school and the Māori community; and at least 0.5 FTTE from the school's normal staffing entitlement.</p> <p>For clarity, these allowances are in addition to those provided under STCA clause 5.2.</p>	
4	<p>Beginning Teacher Time Allowances - These time allowances are for advice and guidance purposes.</p> <p>Trained beginning teachers in their first year (i.e. first four consecutive school terms) who are employed full-time shall be a 0.8 charge against the school staffing entitlement but shall receive full salary and shall not have more than 20 hours of allocated duties during normal school hours each week.</p> <p>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.</p> <p>Trained beginning teachers in their first year (i.e. first four consecutive school terms) who are less than full-time but who are employed for 0.5 or more of a full-time load shall receive 0.1 FTTE.</p>	<p>Year 1: 15 contact hours per week.</p> <p>Year 2: 18 teaching hours per week.</p> <p>Timetables may specify 2 periods per week for advice and guidance.</p> <p>Will meet this provision if a Year 1 or 2 part time teacher is appointed.</p>
5	<p>Head of Faculty Beginning Teacher Time Allowance</p> <p>Heads of Faculties shall be allocated the equivalent of one hour non-teaching time per week for each teacher who generates the year-one or year-two beginning teacher time allowance for the purposes of directly providing curriculum-specific advice, guidance and support to that teacher. Schools have flexibility to decide how they allocate this time within or across weeks.</p> <p>Time allowances will aggregate where the individual is providing curriculum-specific advice and guidance to two or more beginning teachers who generate the time allowance.</p> <p>The Head of Faculty may transfer her/his direct responsibility for providing curriculum-specific advice, guidance and support of a beginning teacher to</p>	<p>The way the mentoring time is allocated will depend on the circumstances.</p> <p>Individual timetables may specify 1 period per week for mentoring.</p>

	<p>another suitably qualified teacher who has the curriculum knowledge, ensuring that the beginning teacher has at least the equivalent support. When the curriculum support programme is transferred the eligibility for the time allowance is also transferred.</p> <p>Where more than one Head of Department has responsibility for providing curriculum support and guidance to the beginning teacher the time allowance shall be shared equitably.</p>																	
6	<p>Specialist Classroom Teacher</p> <p>Each secondary school shall be entitled to appoint a permanent teacher as a Specialist Classroom Teacher.</p> <p>Specialist Classroom Teacher in schools of a roll size of greater than 1200 shall receive a further 0.16 FTTE time allowance (a total of eight hours per week). These eight hours per week shall be timetabled Specialist Classroom Teacher time and shall be in addition to non-contact time.</p> <p>The Specialist Classroom Teacher shall allocate a minimum of eight hours in their timetabled week to the professional development and guidance, mentoring and induction of other teaching staff.</p>	SCT: 13 hours per week																
7	<p>Overseas Teacher Time Allowance</p> <p>Boards that employ an overseas trained teacher, are entitled to receive an Overseas Teacher Time Allowance of an additional 0.1 FTTE for two terms provided that the teacher meets the criteria outlined in STCA clause 3.8C.2. The allowance may be applied for by the board at any time within the first 12 months of an overseas teacher's employment.</p> <p>A board may not receive the Overseas Teacher Time Allowance for a teacher who is receiving or has received the Beginning Teacher Time Allowance.</p> <p>The employer is to ensure that discussion occurs with the overseas teacher on how the allowance may be utilised to assist in providing professional advice and guidance to the teacher.</p>																	
8	<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 non-contact time entitlements stated in point 2 above:</p> <ul style="list-style-type: none"> 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>The non-contact time allocations expressed above are minimum entitlements. For the fourth and subsequent permanent unit(s) the employer will endeavour to provide one hour for each additional permanent unit. The employer may continue to provide additional non-contact time above this for senior management positions in accordance with school policies.</p> <p>The individual time allowances outlined in points 3-6 above shall be in addition to the noncontact time entitlements above. The Beginning Teacher Time Allowance is calculated before the non-contact time entitlements are calculated.</p>	<p>1 hours per week</p> <p>2 hours per week</p> <p>3 hours per week</p> <p>Endeavour to provide 4 hours per week for 4 MUs</p>																
9	<p>The minimum timetabled non-contact time of part-time teachers shall be:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>FTTE</th> <th>Minimum timetabled non-contact hours per week</th> </tr> </thead> <tbody> <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> </tbody> </table>	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	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																	
0.89	3.0																	
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Below 0.72	No minimum entitlement																	

	<p>Part-time teachers must be employed for less than 0.9 FTTE.</p> <p>The employer will endeavour to provide pro rata non-contact time for all part time teachers employed between 0.48 and 0.89 FTTE.</p> <p>The individual time allowances outlined in points 3-6 and 9 above shall be in addition to the noncontact time entitlements above.</p> <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 their timetabled non-contact time.</p>	<p>Already a normal part of our procedures.</p>
10	<p>A board in an approved Kāhui Ako will be entitled to allocate a number of hours of inquiry time in each school year which will be generated by the relevant Staffing Order. The board will determine the allocation of the inquiry time following consultation with its teaching staff and the person in the Kāhui Ako Leadership role.</p>	
11	<p>A process providing for circumstances where, for genuine reason (see Part 2) during timetabling or at short notice, it is not possible to provide the non-contact time entitlements described in points 2, 8 and 9 above and where the employer has used reasonable endeavour and is unable to achieve the class size provision in point 12.</p>	
12	<p>It is expected that employers will use reasonable endeavour to achieve, for each individual teacher with more than one class, an average class size (based upon the teacher's timetabled classes and the roll of each of those classes) of no more than 26 students.</p>	

	PART 2: Genuine Reason	
13	<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 ▪ 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 endeavour to communicate with staff prior to making changes and allow the opportunity for staff to discuss these changes. 	
14	<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 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 endeavour to ensure that any compensatory arrangement be agreed upon and concluded in the same school term. 	
15	<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 STCA.</p>	<p>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	
16	<p>The policy shall be reviewed as part of the usual policy cycle.</p> <p>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.</p>	
17	Definitions:	

	<ul style="list-style-type: none"> • “Half day” (HD) shall have the meaning implied by its use in the Education (Salaries and Staffing) Regulations 1957. • “Overtime” shall mean any timetabled teaching time in excess of two half days on any one day, or in excess of 10 half days in any one week, and shall include any timetabled teaching time scheduled on a Saturday or a Sunday except where the timetabled teaching time is correspondingly reduced, and any timetabled teaching time scheduled for any public or other full holiday specified in this agreement or during any vacation fixed in accordance with Part 7 of the Education Act 1989. • The term “teaching time” can include supervision, non-scheduled supervision time of students, teacher non-contact time, administrative duties or other directed or nondirected duties. 	
	TICs and Senior Management Non-contact time	
18	<p>The employer will seek to provide additional non-contact time for senior management positions in accordance with the following school policy.</p> <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. 	
19	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	
20	Form time.	No form classes therefore no form time allocation required.
21	Morning, lunchtime and afternoon supervision.	Maximum of 1 hour per week of supervision required.
22	Other duties – Notices: daily notices are to be read by all staff teaching classes during period two every day.	
	Class sizes	
23	Maximum class sizes (junior, senior, practical, theory classes)	See policy preface #4.
24	Responses to large classes.	See policy preface #4.
25	Minimum class sizes (junior, senior, practical, theory classes, special circumstances).	See policy preface #4.
26	Multi-level classes.	Considered in negotiation with the HoF and teacher

Appendix 1

Timetable allocations

The allocations in the table below are the starting point for allocations in the timetable.
Based on 5 days, 5 periods per day, 1 hour periods (25 hours), with all figures rounded to whole hours.

	ATAWHAI	TEACHING	TOTAL CONTACT	NON-CONTACT	PCT time	TOTAL
Full time teacher	1	19	20	5	-	25
Year 2 teacher	1	17	18	5	2	25
Year 1 teacher	1	14	15	5	5	25

SPECIAL RESPONSIBILITY	ATAWHAI	TEACHING	TOTAL CONTACT	NON-CONTACT	Extra time	TOTAL
1 Management Unit	1	18	19	5	1	25
2 Management Units	1	17	18	5	2	25
3 Management Units	1	16	17	5	3	25
4 Management Units	1	15	16	5	4*	25
Deans	1	15	16	5	4	25
SCT	1	12	13	5	8	25
Mentoring (per PCT, in addition to non-contact time)					1	

*endeavour to provide

KĀHUI AKO	ATAWHAI	TEACHING	CONTACT	NON-CONTACT	COL time	TOTAL
WSL (0.08 FTTE)	1	17	18	5	2	25
ASL (0.40 FTTE provided)	1	11	12	5	8**	25

**plus release time to support ASL work

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. Deputy Principal liaison for a faculty discusses each situation with the appropriate Head of Faculty, seeking suggestions, and checking that students are correctly placed (Special Needs, EAP, etc.).
4. Deputy Principal liaison for a faculty and Head of Faculty meet with individual teacher seeking suggestions and possible solutions moving forward.
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.
6. The agreed outcome will be communicated to teacher, relevant Head of Faculty, Deputy Principal by the Principal.

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