



TIMETABLE POLICY

The Principal will ensure that wherever possible the school timetable will comply with the PPTA Secondary Teachers' Agreement (STCA) and reflect the strategic direction of the school. Compensatory time will be offered to staff in the event that the terms and/or conditions of the STCA cannot be met.

Guidelines:

A Teaching Loads (s5.2, 3.8)

- 1 Non-contact time is based on an individual teacher's timetabled teaching hours comprising a total of 30 hours per six day cycle (five one hour periods per day), or a combination of periods of teaching time equivalent to 25 hours per week.
- 2 Each full-time teacher will have a minimum of six hours non-contact time within each school six day cycle.
- 3 Full time beginning teachers in their first year (0.8) will be allocated six extra non-contact hours per six days cycle for advice and guidance purposes in addition to their minimum non-contact entitlement, i.e. no more than 18 hours of allocated teaching duties over a six-day cycle.
- 4 Full time beginning teachers in their second year (0.9) will be allocated three extra non-contact hours per six day cycle for advice and guidance purposes in addition to their minimum non-contact entitlement, i.e. no more than 21 hours of allocated teaching duties per six day cycle.
- 5 Part time beginning teachers in their first year who are employed for 0.5 EFTT or more shall have 0.1 FTTE time allowance for advice and guidance.
- 6 Part time teachers employed for 0.72 EFTT or more shall receive the minimum non-contact time per school six day cycle in accordance with s5.2.6.
- 7 A Head of Department (*defined by 'role' not title*) supervising a year one or year two teacher who has been granted a beginning teacher allowance shall be allocated the equivalent of one hour non-contact time per week for the purposes of directly providing curriculum-specific advice, guidance and support to that teacher. The time will be shared equitably where there is more than one person providing curriculum support. The Head of Department may transfer this responsibility to another suitably qualified teacher.
- 8 Providing the school roll is over 1,200, the Specialist Classroom Teacher (SCT) shall receive eight hours a week timetabled time in addition to non-contact time for the professional development, guidance, mentoring and induction of teaching staff.
- 9 The Principal shall provide additional non-contact time for Permanent Management Unit holders of one hour a week per unit. This falls short of the STCA by 10 mins per unit and the Principal will compensate unit holders with time 'in lieu'.
- 10 The Principal will endeavour to provide additional non-contact time for Fixed Management Unit holders.
- 11 Deans will be allocated a minimum of three additional non-contact hours per cycle and they will not have Tutor Group.
- 12 The Principal will endeavour to provide an additional one hour of non-contact time for Teachers' in Charge (TiC) of a significant curriculum area where that teacher does not hold a Management Unit or Middle Management Allowance nor do they have a Head of Department/Faculty.
- 13 The Principal will endeavour to provide an additional one hour non-contact time to a teacher who is teaching a multi-level class where there are a reasonable number of students at each level and two different programmes are being delivered at the same time.

B Reduced Non-Contact Time

1 Short Term Reduced Non-contact Time (not permanently timetabled)

- Teachers may be asked to forgo their minimum non-contact time when there is an emergency that requires the immediate supervision of a class or when:
 - A day reliever cannot be employed after timely and appropriate efforts have been made, and
 - A full time teacher with more than the minimum non-contact hours is not available to undertake the supervision.
- At the beginning of each year teachers will have the opportunity to indicate to the teacher responsible for day relief the non-contact spells they are available for that are over and above their allocation. The relief co-ordinator will meet the request if possible but will not be bound by it.
- The relief co-ordinator will monitor and record the use of non-contact time used for relief and will allocate the relief as equitably as possible.
- Compensation may be available at the discretion of the Principal.

2 Long Term Reduced Non-contact Time (permanently timetabled)

Teachers may be asked to forgo their minimum entitlement to non-contact when:

- 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.
- Where practicable, teachers holding more than the minimum non-contact time have first been asked to forgo one or more of their additional non-contact hours.
- The timetable can only be made to operate if a teacher teaches for a period of time at a higher level of contact than their minimum non-contact time.
- The teacher has had the opportunity to review the timetable and is unable to suggest workable changes that would allow the allocation of their non-contact entitlement without having an adverse impact elsewhere.

C Compensation

Compensation time ('in lieu') will be given to teachers who have over-allocated timetabled teaching time on a term by term basis. One hour per six day cycle for every hour over-allocated will be offered. Teachers who have more than a 26 average class size will be offered one hour per six day cycle during the term the average class size applies. The class size for senior classes will no longer apply when students leave for external examinations in Term 4. 'In lieu' time may be 'banked' at the discretion of the Principal.

The Principal will consider other forms of compensation suggested by the teacher concerned.

D Timetable Components

The following additional guidelines will apply when practicable and at the discretion of the Principal:

1 Class Sizes

- Maximum class sizes where possible will be:
 - 30 for non-practical subjects
 - 24 for practical subjects
 - 22 for classes requiring special support
- Where a class has fewer than 10 confirmed students the Principal will determine whether or not the class will be timetabled.
- When a new subject is introduced and there are fewer than 15 confirmed students the Principal will determine whether or not the subject will be offered.
- When a class is full generally the most recently enrolled students into the class will be asked to find an alternative subject.

2 The number of classes will be determined by the Principal and will be based on student option choices and staffing.

- 3 Splitting a class between two teachers is a final option and will occur only when all other possibilities have been explored. Junior Development band classes will not be split. In situations where the Principal agrees to a split class the HoD and teachers concerned will be consulted.
- 4 The Principal will decide whether or not additional classes will be created after the timetable is set.
- 5 HoDs in consultation with their staff will ensure an equitable allocation of the range of classes in terms of ability and level and a teacher's qualifications will be taken into account when senior classes are allocated.
- 6 The Timetabler will endeavour to ensure an even distribution of non-contact time throughout the six day cycle.
- 7 Teaching rooms will be allocated by the Timetabler in consultation with HoDs. The Principal will ultimately determine the allocation of rooms.
- 8 The Principal will ultimately determine all matters pertaining to staffing.

E Review process

Between triennial reviews either the Principal or the PPTA Branch Chairperson on behalf of PPTA members may initiate a review by making a written request to the Chairman, New Plymouth Girls' High School Board of Trustees.

Signed:	Date Signed
Date of Ratification: December 2017	Next Review Date: 2020