

## TIMETABLING POLICY

### Rationale:

The PPTA Collective Employment Agreement dictates an entitlement for each teacher a minimum allocation of non-contact hours per week. There are additional factors that contribute to an equitable distribution of duties and classes that must be considered when the timetable is developed each year. The timetable policy is aligned with the PPTA STCA and the recommendations therein.

### Purpose:

- To ensure that the school timetable complies with the Secondary Teachers' Collective Employment Agreement and issues that pertains to the specific character of Westlake Girls High School.
- To ensure all staff have an equitable distribution of classes that also allows staff development, growth and pathways so that teachers are capable of teaching to all levels.
- To ensure that staff holding a position of responsibility receive an equitable allocation of time to fulfil their duties.
- To ensure that all staff receive compensation for reduced non-contact entitlement.

### Part 1: Collective Agreement Provisions

1. Non-contact time is based on an individual teacher's timetabled classroom teaching hours comprising a total of 30 hours per six-day cycle.
2. Each full-time teacher shall have a minimum of six hours non-contact time within each school six day cycle.
3. Trained, full-time beginning teachers in their first year are allocated six hours per six-day cycle for preparation, planning and mentoring 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 18 hours of allocated teaching duties and one period of mentoring per six-day cycle. Time will also be allocated on a pro-rata basis for part-time beginning teachers.
4. Trained, full-time beginning teachers in their second year are a charge of 0.9 against the staffing allowance and have no more than 21.6 hours of allocated teaching duties and one period of mentoring per six-day cycle.
5. The employer will reasonably endeavour to provide non-contact time for part time teachers who are employed between 0.48 and 0.89 FTTE at the rate specified in the Secondary Teacher's Collective Agreement.
6. The employer shall endeavour to ensure that the average class size for each teacher with 2 or more classes does not exceed 26 students. This average will be calculated as per the PPTA SCTA and done after the March 1<sup>st</sup> roll return in Term 1 and again in Terms 2 and 3. The figure calculated at these times will be "set" for that term. It will not be reviewed in Term 4.
7. The Specialist Classroom Teacher position shall be allocated 10 hours per cycle of preparation, planning and mentoring time.
8. Delegated department members who are directly responsible for the advice, guidance and curriculum support of a first and second year beginning teacher will be provided one hour of mentoring time per cycle, subject to this beginning teacher being eligible for mentoring allowance.
9. The school will endeavour to provide 1.2 hours per cycle for each fixed term unit.

10. The school will provide each permanent management unit holder 1.2 hours per cycle of administration time for each of the first three permanent units held. In effect this means a PMU holder with three units will have an allowance of four non-contact periods per cycle. For the fourth and subsequent permanent unit the school will endeavour to provide one hour for each additional permanent unit. This distribution of time will be considered when calculating unit holders class size averages.

Number of PMUs	Total Hours	Hours per six-day cycle
1	1.2	1
2	2.4	2
3	3.6	4
4	4.8	5

Due to the six-day cycle of the timetable:

- Those with 1PMU will be allocated one extra release day per year for planning and administration associated with their responsibility to make up the for the one hour per cycle they receive as time allocation.
  - Those with 2PMUs will be allocated two extra days per year for planning and administration associated with their responsibility to make up the for the one hour per cycle they receive as time allocation.
  - Middle managers on 3 or more PMUs are compensated over their required non-contact time allocation and they may be the first to be called upon for a period's relief or other duties as required, such as SAC support. This situation would not be cause for compensation.
11. Each teacher in a Community of Schools Teacher (across community) role shall be allocated the equivalent of ten hours non-teaching time per week. The employing board, in consultation with the Community of Schools and the employee has flexibility to decide how they allocate this time within or across weeks. An allocation under this clause is in addition to any other time allowances to which the teacher is entitled under this agreement.
12. Teachers appointed to the Community of Schools Teacher (within school) role will be allocated the equivalent of two hours per week on average to fulfil their function in the role. The employer has flexibility to decide how they allocate this time within or across weeks following consultation with the teacher. An allocation under this clause is in addition to any other time allowances to which the teacher is entitled under this agreement.
13. A board in an approved Community of Schools 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 Community of Schools Leadership role.

## Part 2: "Genuine Reason"

### A Reduced Non-Contact Time

#### 1. Short Term Reduced Non-Contact time:

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

- a) All reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found.
- b) There is a sudden emergency that requires supervision of a class for its safety.
- c) A day reliever cannot be found after timely and appropriate efforts have been made.
- d) Teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts.

- e) The use of entitlement non-contact for emergency relief, and compensation for use of a non-contact, shall be monitored and recorded by the teacher in charge of relief.
- f) Emergency relief should be evenly distributed. The teacher in charge of relief will allow the option for teachers to be exempt from emergency relief where school related commitments override this request.

## 2. Long Term Reduced Non-Contact Time:

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

- a) All reasonable options have been investigated and no suitable alternative to a reduction in entitlement non-contact can be found.
- b) 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.
- c) Teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts.
- d) 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.

## B Compensation

### 1. Short Term Compensation:

Whereby virtue of genuine and demonstrated temporary constraints the allocation of non-contact hours to which an individual teacher is entitled cannot be met within any cycle then the nominated SLT member, in consultation with the teacher will endeavour to compensate the teacher with:

- a) Relief cover for the teacher later in that school year; or
- b) An equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
- c) Another arrangement as negotiated with the Principal

### 2. Long Term Compensation:

Whereby 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 nominated SLT member, in consultation with the teacher, will endeavour to compensate the teacher with:

- a) An equivalent increase in the allocation of time for non-contact teaching duties at another point in that school year; or
- b) An equivalent reduction in non-teaching or supervisory duties outside the school's timetables teaching periods; or
- c) Some combination of the above; or
- d) Another arrangement as negotiated with the Principal

### 3. Teaching over the 26 Average Compensation:

Where, by virtue of demonstrated timetable or other constraints, the class average for any individual teacher cannot be kept under 26, the teacher will be offered the opportunity to review the timetable and suggest changes that would allow an average of less than 26. If it is subsequently agreed that there is genuine reason why it is not possible to provide the 26 average within the timetable, then the nominated SLT member in consultation with the teacher will endeavour to reasonably compensate the teacher with:

- a) an increase in the allocation of time for non-contact teaching duties; or
- b) an increase in the allocation of time for non-contact teaching duties in the following school year; or
- c) an equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
- d) a period of relief cover for the teacher later in that school year; or
- e) some combination of the above; or, if none of the above are possible then
- f) another arrangement as negotiated with the Principal

### Part 3: General Timetable Components:

#### A Class Sizes

1. The school will endeavour to set the maximum class size for Years 9-11 at 30. The school will endeavour to set maximum class size for Years 12 and 13 at 26. For courses containing priority learners HODs will negotiate class size with SLT.
2. Minimum class sizes for all courses at the beginning of each school year are as follows:
  - Year 9-11 minimum class size – 15
  - Year 12 minimum class size – 13
  - Year 13 minimum class size – 11
 Classes may be a combination of different year levels of the same subject. There will be the opportunity for individual cases to be presented to the SLT who will make the final decision.
3. Formation of classes at the beginning of each school will adhere to the following formula:

Number of students enrolled	Number of classes
1 – Minimum (from above)	At the discretion of the SLT.
Minimum (from above) - 28	1 class
29 – 32	1 – 2 classes negotiated between HOD and SLT
33 – 58	2 classes
59 - 62	2 – 3 classes negotiated between HOD and SLT
63 - 88	3 classes
89 - 92	3 – 4 classes negotiated between HOD and SLT
93 - 118	4 classes
119 - 122	4 – 5 classes negotiated between HOD and SLT
123 - 148	5 classes
149 - 152	5 – 6 classes negotiated between HOD and SLT

153 - 178	6 classes
179 - 182	6 – 7 classes negotiated between HOD and SLT
183 - 208	7 classes
209 - 212	7 – 8 classes negotiated between HOD and SLT
213 - 238	8 classes
Etc...	

4. If it is impractical to create additional classes (at the discretion of the HOD in consultation with SLT), students will be selected based on the departmental criteria and extra students will be asked to find an alternate course.
5. The school will endeavour to avoid shared classes. Shared classes will occur only when all other possibilities have been explored.
6. The timetable will aim to start junior classes at below maximum level to allow for change and expansion.
7. Consideration to smaller classes will be given where teacher contact hours can be reduced and for some periods the class undertake independent work.
8. Viability of new courses will be determined by SLT after consultation with HODs and take into account all resourcing and curriculum considerations and effect on current courses.

## B Other Components

### HODs

1. Each year HODs will be asked to complete timetable requests for the following year. These may include staffing, rooming and subject blocking requests.
2. HODs, in consultation with each member of their department and TICs where required, will ensure an equitable allocation of the range of classes in terms of ability and level to all staff, in any given year. This should also include the equitable allocation of junior and senior classes as well as levels of ability and taking into account what staff will be teaching in Term 4 once seniors go on exam leave. This should also be done in conjunction with Staff Personal PD plans which are part of our appraisal process each year.
3. An HODs role in timetabling is based in their own department and not as a full-time member of the timetable team. This allows HODs time to work with their own department allocation of staffing and timetabled subjects, balance class sizes across the department to monitor average class sizes and lead curriculum planning for the following year. This also allows for HODs to look carefully at time allocations for TICs and to ensure equitable release time for them where appropriate in accordance with their MU allocation.

### Timetable Team

1. The timetablers shall endeavour to match teacher strengths with class needs based on annual HOD request forms.
2. The timetablers will endeavour to block subjects or link classes based on HOD timetable requests.
3. The timetablers will endeavour to ensure even distribution of non-contact time throughout the six-day cycle.

### Teacher Timetables

1. Teachers delivering a weekly year-long NZ Scholarship programme outside timetabled school hours will be allocated one extra non-contact period per cycle. This can be allocated at the discretion of the HOD in consultation with their SLT line manager and communicated to the Timetable Team as part of the department staffing allocation.
2. If teachers are over their required non-contact time, they will be the first to be called upon for a period's relief or other duties as required, such as SAC support. This situation would not be cause for compensation.

### **C Duties outside tuition time and timetabled School Hours**

1. **Form and Assembly Time:** This will be allocated the start of each school day for 15 minutes and longer form times and assembly days of 25 minutes duration.
2. **Morning, Interval, Lunchtime and after school Duties:** This will be allocated at one hour per week for full time teachers and for part-time teachers on a pro-rata basis, up to a maximum non-timetabled duty allocation of 11% of their timetabled hours.
3. **Meetings:** Scheduled staff meetings are from 8.30am to 8.45am each weekday morning and from 3.30pm to 4.30pm each Monday. Other meeting times and scheduled school functions will be allocated annually.

## **Part 4**

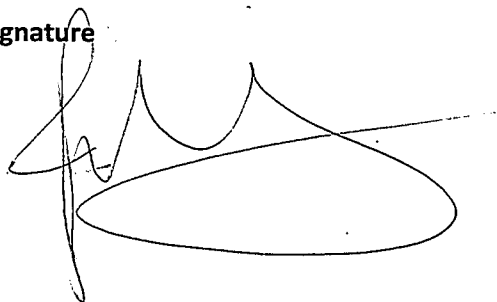
### **Review Process:**

1. The policy shall be checked in 2019 and reviewed triennially thereafter in line with the most recent PPTA SCTA.
2. Between triennial reviews either the Principal, 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.

**Date** (Policy Effective from) August 2018

**Review Date** TBC- dependent on newest PPTA collective agreement

**Signature**

A handwritten signature in black ink, consisting of a large, stylized loop followed by several smaller, connected strokes.