



WHANGANUI HIGH SCHOOL POLICY

TIMETABLE

Policy No: 3.9
(NAG 3)

INTRODUCTION	1	To provide a timetable that meets the needs of the students in terms of their learning opportunities, qualifications and the New Zealand Curriculum requirements.
	2	The timetable needs to take into account the resources available to the School, and the needs of staff in terms of their Secondary Teachers' Collective Employment Agreement.
OBJECTIVES	1	The policy will guide the School in terms of its endeavours to meet its mission statement and comply with the requirements of the Secondary Teachers' Collective Agreement. NB: The Principal is delegated authority to act on behalf of the Board regarding all matters to do with the School's timetable.
GUIDELINES PART A <i>Student Timetables</i>	1	All students in Years 9 and 10 will be delivered a programme of learning which complies with the requirements of the New Zealand Curriculum.
	2	All students in Years 11, 12 and 13 will be offered a broad range of subjects, including the opportunity to study English and/or Te Reo Maori. The curriculum for students in Years 9 - 13 is underpinned by principles, values and key competencies of the New Zealand Curriculum.
	3	All students will be offered advice and guidance relating to possible subjects, course structures, and related to these, careers advice.
	4	Subjects in the Senior School will be offered according to demand, where the School has the staff and physical resources necessary to meet that demand. The withdrawal of a class, if relevant, would be at the Principal's discretion.
	5	The timetable for Years 11, 12 and 13 students should endeavour to provide student learning programmes which enable them to achieve an appropriate National Qualifications Framework (NQF) qualification.
GUIDELINES PART B <i>Collective Agreement Provisions</i>	1	A full-time teacher's timetable at Whanganui High School will be allocated from a programme of 50 periods per fortnight (25 per week) plus form time duties as required by the Principal.
	2	Each member of staff will be allocated non-contact hours in accordance with the conditions set down in the Secondary Teachers' Collective Agreement. Except as provided for in Part C of this policy, no full-time teacher shall be timetabled for more than 40 hours per fortnight contact.
	3	Part-time staff will be allocated non-contact hours in accordance with the conditions of the Secondary Teachers' Collective Agreement, having consideration for their teaching load provided for in the Agreement. The School will provide the minimum non-contact required and shall work progressively to provide fully prorated non-contact time for all part timers employed for more than 24 hours per fortnight by reallocating existing resources and the use of any future roll-generated increases in staffing.

<p>PART B Collective Agreement Provisions</p> <p>CONTINUED....</p>	4	Apart from exceptional circumstances (as set out in Part C), or when mutually agreed between the Principal and relevant member of staff, all staff will receive their minimum non-contacts per fortnight.
	5	<p>Trained, full-time beginning teachers in their first year are allocated ten hours per fortnight for preparation, professional development, advice and guidance purposes. First-year teachers, who are employed part-time for at least a 0.5 load, will receive 5 hours per two-week cycle for the same purpose. This allocation is in addition to other non-contact time set out in the Collective Agreement and Clauses 2 & 3 above.</p> <p>Trained, full-time beginning teachers in their second year are allocated five hours per fortnight for preparation, professional development, advice and guidance purposes.</p>
	6	The maximum contact time in each fortnight for the Specialist Classroom Teacher (SCT) shall be 24 hours per fortnight. That the SCT be a fixed term appointment with the maximum period of appointment of three years. Teachers providing the curriculum development with provisionally registered teachers shall have 40 hours per year of non-contact time to work with those PRTs. This time is prorated where two or more teachers work with the PRT. The School will provide an additional two hours non-contact time per unit per fortnight for each of the first three permanent units held by teachers and will endeavour to provide sufficient time for teachers with more than three permanent units to fulfil the duties for which the additional units are provided. In addition, the School will endeavour to provide additional non-contact time to support the School's Guidance Network.
	7	To allow for a settling down period, to cater for new student enrolments and student option changes, the average class size for teachers will be determined from 1 st March.
	8	In allocating classes to teachers, the Principal will use reasonable endeavour to achieve, for each teacher who has two or more classes, an average class size of 26 students.
	9	<p>Where their average class size is greater than 26, the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the reduction of their average class size. If it is subsequently shown that there is genuine reason why it is not possible to reduce average class size, then the Principal and the teacher shall mutually agree to compensate the teacher from the list of compensatory mechanisms as listed on page 3.</p> <p>Maximum class size will be based on Health and Safety considerations.</p>
	10	In the case of Multi-level needs, where a number of levels or grades are being catered for, there should only be two mixed levels in a class.
	11	That the role as Form Class Teacher be clearly defined as an administrative process.
	12	Any time students are engaged in a learning programme (as part of the wider curriculum of the School) the time becomes contact time for the staff involved.
	13	As well as the number of classes a teacher may be timetabled to teach, the hours of work of individual teachers are influenced by a number of factors, e.g. preparation, counselling, pastoral, administrative responsibilities, and also includes the extent to which individual teachers may participate in the extra-curriculum programmes of the School.

PART B <i>Collective Agreement Provisions</i> CONTINUED....	14	Rest and meal breaks – Good employer relations to prevent a teacher simply working non-stop all day.
	15	That a timetable committee be re-established to ensure curriculum needs are met and a review of the current timetable structure is undertaken.
GUIDELINES PART C <i>Genuine Reason</i>	1	<p>Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact when:</p> <ul style="list-style-type: none"> a) All reasonable options have been investigated and no 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) 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. d) No day-reliever can be found after timely and appropriate efforts have been made. e) 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 or a module, at a higher level of contact than their minimum non-contact indicates. f) Part-time teachers and teachers holding more than the minimum non-contacts and who are available at the required time, have first been used during one or more of those additional non-contacts.
	2	<p>Where, by virtue of demonstrated timetable or other constraints, the Principal has genuine reason to ask a teacher to temporarily forgo their entitlement to their maximum contact time then the teacher will be offered the opportunity to review the timetable and suggest changes. If they agree to forgo their non-contact entitlement on a temporary or long term basis then the Principal and the teacher shall mutually agree to one or more of the compensatory mechanism below:</p> <p>The compensatory measures that may be used include:</p> <ul style="list-style-type: none"> a) Using periods 35/36 – 40 as non-contact time. b) Less duty time. c) Release from sports day. d) Release from School assembly time. e) Release from exam supervision. f) Release from other agreed non-timetabled duties. g) Removal of Form class duties. h) Increase in allocation of time for non-teaching duties in the following school year. i) A period of relief cover for the teacher at a mutually agreed time in that school year. j) If the above are not possible, then payment of a fixed-term unit or a board funding responsibility payment.

PART C <i>Genuine Reason</i> CONTINUED....	3	The default mechanism for compensation will be an equivalent quantum of time in lieu at a mutually agreed time.
	4	The DP in charge of relief will keep records of the allocation and use of compensatory mechanisms.
GUIDELINES PART D <i>General Timetable Components</i> REVIEW PROCESS	1	The Board, in association with the Principal, will review this policy annually in accordance with the School's quality management cycle.

Approved by the Board

Signed Chairperson: _____ **Date:** _____

Signed Principal: _____ **Date:** _____

This Policy was reviewed, updated and signed off by the School Principal and Board of Trustees Chairperson, at Board of Trustees Meeting dated 16 May 2016.