



POLICY: Rangitikei College Board of Trustees

Timetabling policy

Rationale

The Board accepts that it has a responsibility to establish equity, transparency and fairness for all staff and students in relation to the timetable at school, and ensure teaching loads are compliant with the current Secondary Teachers' Collective Agreement (STCA).

Guidelines

A. General

1. The Board will ensure that provisions relating to timetabling in the current Secondary Teachers' Collective Agreement (STCA) are adhered to.
2. The Board, through the Principal, will ensure the hours of opening of the school, the structure of the timetable and like matters are designed to meet the curriculum and pastoral needs of students.
3. In accordance with the STCA, this policy shall be developed and reviewed in consultation with teaching staff.
4. In general, the Principal makes the final decision on all matters relating to timetabling.

B. Non-contact time

1. Non-contact time is an acknowledgement of the importance to quality education of duties other than direct classroom teaching which teachers are required to undertake while school is open.
2. Teachers are expected to remain on-site during non-contact time.
3. Each full-time teacher has a minimum of five hours non-contact time per 25-hour school week.
4. Additional non-contact allowances will be made for:
 - Beginning (Year 1 and 2) teachers, and HODs (or alternative) responsible for them
 - Unit holders
 - the Specialist Classroom Teacher
 - Heads of Department responsible for beginning teachers
5. The Principal may provide extra non-contact time for staff holding particular responsibilities on a case-by-case basis.

6. No part-time teacher will be timetabled for more than 19.25 contact hours within each school week.

The school shall provide additional non-contact time to bring the teacher to at least the level set out in the table below:

FTTE	Minimum timetabled non-contact hours per week
0.89	3.0
0.87 - 0.89	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	None

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 contact hours. The teacher is required to be available in the school during their timetabled non-contact time.

7. Refer to the attached *Procedure for allocating non-contact time*.
8. Teachers who have more non-contact time than their entitlement may be required to relieve for classes. Such relief will not generate a compensatory arrangement.

C. Class sizes

1. The school shall endeavour to ensure that the individual average class size for each teacher with two or more learning groups does not exceed 26 students.

D. Forgoing of minimum entitlement

1. Teachers will only be asked to temporarily forgo their minimum entitlement to non-contact time when more suitable alternatives are not available and the loss of non-contact time is appropriately acknowledged.
2. Refer to the attached *Procedure for forgoing entitled non-contact time*.

E. Internal relief and 'personal days'

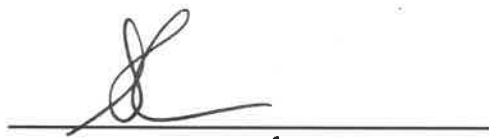
1. Except in cases of genuine emergency, or when a regular timetabled class is not running (eg. it may be involved in an assessment or school trip), it is not expected that teachers are required to undertake internal relief.
2. It is recognised that at times it may be prudent or unavoidable for a teacher to be asked to cover for another class. In such cases, the teacher will be compensated for the loss of non-contact entitlement with time in lieu.

3. Teachers may choose to do relief during their non-contact time in order to accrue time in lieu for a 'personal day' (leave not provided for by the STCA) subject to the conditions in the attached *Procedure for granting teacher 'personal days'*

F. Timetabling decisions

1. The Principal has final responsibility for making all decisions on classes that will run, and individual teacher timetables and room allocation.
2. The timetabler will be responsible to the Timetabling Oversight Group who will be appointed by the Principal to:
 - advise the Principal on all matters relating to timetabling
 - to make recommendations to the Principal on all decisions relating to timetabling and the communication of these decisions.
3. The timetabler is to implement decisions made by the Timetabling Oversight Group and communicate timetabling changes and information to the Principal and staff as appropriate.

Chairperson:



Date: 28.9.20

Next review date: September 2023

ASSOCIATED PROCEDURES AND DOCUMENTS:

1. *STCA 2019-2022 Timetabling provisions*
2. *Procedure for allocating non-contact time*
3. *Procedure for forgoing entitled non-contact time*
4. *Procedure for granting teacher 'personal days'*

(NB: Procedures are developed as part of school management. The Board of Trustees will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)