



TIMETABLE POLICY

Outcome statement

The school offers a balanced curriculum in accordance with the New Zealand Curriculum and it reflects the strategic direction of the school.

Scoping

This policy reflects that provisions of the Secondary Teachers' Collective Agreement and seeks to enhance the quality and learning at NPGHS. In the STCA, contact and non-contact (n/c) time is based on an individual teacher's timetabled classroom teaching hours comprising a total of 25 hours per week. This policy expresses this time in the context of the ten-day timetable cycle at the school.

Delegations

The Principal will ensure that timetabling decisions are made with equity and fairness for staff and students, and that the school remains a good employer. The requirements of the Secondary Teachers Collective Agreement (STCA) are applied to teaching staff and resources are used efficiently.

Expectations and limitations

Teaching Loads (s5.2, 3.8)

1. Including transit time, all spells are one-hour contact time, except Tuesdays when spells are 55 minutes.
2. Each full-time teacher will have a minimum of 10 hours non-contact time within each cycle.
3. Full-time teachers in their first two years of service shall be guaranteed additional time as follows:
 - Year 1: 10 non-contacts + 10 additional. Maximum contact hours = 30 per cycle.
 - Year 2: 10 non-contacts + 5 additional. Maximum contact hours = 35 per cycle.
4. Part time teachers in their first year of service who are employed for 0.5 full time teaching equivalent (FTTE) or more shall have an additional 0.1 FTTE (5 hours) time allowance per cycle for advice and guidance.
5. Overseas trained teachers are entitled to an allowance of 0.1 FTTE for two terms, equating to 5 hours per cycle.

Teachers with above entitlement and casual relief

6. Teachers who have more non-contact time than their entitlement may be required to relieve for classes, if they retain their minimum non-contact time in any one cycle. Such relief will not generate a compensatory arrangement.
7. 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.
8. 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.

Additional Non-contact Time - Unit Holders

9. Permanent Management Units (MUs) shall be allocated non-contact time (n/c) per cycle on a simple numerical scale:
10. 1MU = 2 n/c 2MU = 4 n/c 3MU = 6 n/c
11. Fixed term Management Units (FTMU): The Principal will endeavour to provide additional non-contact time for Fixed Management Unit holders.
12. The school will endeavour to provide an additional 2 n/c per unit for each permanent unit above the third, for those teachers with more than three units.
13. Deans will be allocated a minimum of six, preferably seven, additional non-contact hours per ten-day cycle and they will not have a Tutor Group/Kawai huia.

Non-contact time for other roles in the school

14. These non-contact allowances are cumulative and are in addition to the minimum n/c allowance.
15. The HOD (or designated teacher) responsible for the supervision of a year one or year two beginning teacher shall receive a non-contact allowance over the school year which is equivalent to two hours per cycle. The time will be shared equitably where there is more than one person providing curriculum support.
16. The school will seek to provide those in senior leadership positions with enough non-contact time to manage their administration, management and pastoral duties. Typically, members of the Senior Leadership Team shall teach the following number of classes:

17. Principal	0
18. Deputy Principal	1
19. The teacher designated as a Specialist Classroom Teacher shall receive either a non-contact time allowance of 8 hours per cycle if the roll is under 1200 or, an additional 16 hours non-contact time allowance per cycle, if the roll is over 1200.
20. The Principal will endeavour to provide an additional two hours of non-contact time per cycle 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.
21. The principal will endeavour to provide an additional 2 hours of non-contact time per cycle to a teacher who is teaching a multiple course class of 15 or more students. In the situation of a teacher who is teaching a multiple course class of less than 15 students,

which would normally operate on reduced hours, the principal will endeavour to provide an additional 2 hours and the classroom teacher may decide how to use that time for student contact or preparation.

22. The Principal is to ensure that a discussion occurs with any overseas teacher whose employment generates the overseas teacher time allowance on how the allowance may be utilised to assist in providing professional advice and guidance to the teacher. Specific guidelines are specified in section 3.8C in the STCA.
23. A teacher will only be asked to forego the minimum entitlement to non-contact time when, after all reasonable efforts have been exhausted, it is clear that the timetable can only be made to operate if that teacher teaches for a module, term or a year at a higher level of contact.
24. Where such cases occur, no decision shall be made without consultation with the teacher, Head of Department and the Senior Leadership Team.
25. Upon agreement that genuine reasons exist, some form of compensation shall be negotiated between the teacher and the Principal as per clauses 19 and 20. Such compensation might include that described in clause 38.

Workload equity

26. The Timetabler will endeavour to ensure an even distribution of non-contact time for each teacher throughout the ten-day cycle.

Part time Teachers

27. Part time teachers employed for 0.72 EFTT or more shall receive the minimum non-contact time per school ten-day cycle in accordance with STCA 5.2.6.

<i>FTTE</i>	<i>Minimum timetabled non-contact hours per week</i>	<i>Minimum timetabled non-contact hours per 10-day cycle</i>
<i>0.89</i>	<i>3.0</i>	<i>6.0</i>
<i>0.87 – 0.88</i>	<i>2.5</i>	<i>5.0</i>
<i>0.85 – 0.86</i>	<i>2.0</i>	<i>4.0</i>
<i>0.83 – 0.84</i>	<i>1.5</i>	<i>3.0</i>
<i>0.75 – 0.82</i>	<i>1.0</i>	<i>2.0</i>
<i>0.72 – 0.74</i>	<i>0.5</i>	<i>1.0</i>
<i>Below 0.72</i>	<i>No entitlement</i>	<i>No entitlement</i>

28. 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 contact and non-contact spells.
29. A part-time teacher who, after negotiation, agrees to be responsible for a Kawai Huia class will be paid for the allocated KH time per cycle.

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

30. 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.

Long Term Reduced Non-contact Time (permanently timetabled)

31. 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 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
 - The principal and the teacher shall agree upon the form of the compensation as per clause 38. It is expected that such agreement will be reached *prior* to the commencement of teaching, unless there are exceptional circumstances

Class Size

32. Consideration will be given to the curriculum needs when establishing class sizes.
33. The class size average will be calculated for Term 1 on 1st March and on the first Friday of terms two to four. The figure calculated at these times will be “set” for that term.
34. The school will endeavour to limit classes for teachers with more than one class to an average of 26 students per class at all times of the year. If this average is exceeded, an agreed compensatory mechanism (see clause 38) will apply. Compensation will apply for the term in which it has been calculated and must be taken before the end of the school year.
35. Maximum class sizes where possible will be:
- 30 for non-practical subjects
 - 24 for practical subjects
 - 22 for Developing Learner classes and those classes requiring special support
36. Where a class has fewer than 10 confirmed students the Principal will determine whether the class will be timetabled.
37. When a new subject is introduced and there are fewer than 15 confirmed students the Principal will determine whether the subject will be offered.
38. When a class is full generally the most recently enrolled students into the class will be asked to find an alternative subject.

Compensation

39. Compensation time (‘in lieu’) will be given to teachers who have over-allocated timetabled teaching time on a term by term basis. One day per term for every hour

over-allocated per cycle will be offered. Teachers who have more than an average class size of 26 will be offered two days per term 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' upon negotiation with and at the discretion of the Principal.

40. The Principal will consider other forms of compensation suggested by the teacher concerned.
41. Forms of compensation may include (but are not limited to):
 - release from specific supervision duties.
 - release from taking a Kawai Huia class.
 - a day's release from teaching duties to make up time owing (e.g. one spell per cycle over allocation would entitle a teacher to a day's release every five cycles).
 - a spell's release from class when it happens that a relief teacher or teacher with additional non-contacts could be available to supervise the class.
 - organising the class allocation on a term basis, so that the removal of a class for one term provides the non-contact time needed to ensure the annual allocation is correct.
 - sharing a class with another teacher, on a mutually agreeable basis.
 - loss of other duties in school
42. The school 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. Where, for genuine reasons, this cannot occur, the compensatory mechanism(s) agreed in this policy will operate.

Allocation of Classes

43. The number of classes will be determined by the Principal and will be based on student option choices and staffing.
44. 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.
45. The Principal will decide whether additional classes will be created after the timetable is set.
46. 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 considered when senior classes are allocated.
47. Teaching rooms will be allocated by the Timetabler, in consultation with HoDs. The Principal will ultimately determine the allocation of rooms.
48. The Principal will ultimately determine all matters pertaining to staffing.

Other duties

49. Kawai Huia times and assembly are not counted as teaching time unless they occur at a time that would otherwise be a teaching spell.
50. Full-time staff shall attend morning briefings and staff, Waka Huia (House), and department meetings unless otherwise agreed with the teacher's immediate manager.

51. All curriculum unit holders will be required to attend Curriculum and Assessment meetings unless otherwise agreed.
52. All pastoral unit holders will be required to attend pastoral and waka huia meetings unless otherwise agreed.
53. All full-time teachers shall do duty.
54. Part-time teachers will be scheduled for duty on a pro rata basis.

Priority of use of additional staffing

55. When additional staffing resources are provided to the school through formula staffing, the following, in no priority order, shall be considered:
 - fully meeting non-contact requirements, including endeavour provisions
 - reducing class sizes
 - broadening the curriculum
 - creating additional pastoral and guidance time

Review process

56. The timetable policy will be reviewed by the Principal and teaching staff every three years.
57. 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.
58. The provisions of the STCA take precedence over this policy and the policy will be reviewed if they are found to be in breach of the SCTA, or changes to the SCTA

Legislative Compliance

[Secondary Teachers' Collective Agreement](#)

Reviewed and ratified: August 2020

Next Review: August 2023