



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. This policy is designed to support the information in the STCA> If there is any doubt, the Collective Agreement takes priority over this policy.

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

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 who meet the criteria in section 3.8 of the collective agreement are entitled to an allowance of 0.1 FTTE for two terms, equating to 5 hours per cycle.

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 16 or more students. In the situation of a teacher who is teaching a multiple course class of 15 students or less, which would normally operate on reduced hours, the principal will endeavour to provide an additional 1-2 hours and the classroom teacher may decide how to use that time for student contact or preparation.
22. 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 at a higher level of contact.
23. Where such cases occur, no decision shall be made without consultation with the teacher, Head of Department and the Senior Leadership Team.
24. Upon agreement that genuine reasons exist, some form of compensation shall be negotiated between the teacher and the Principal. Such compensation might include that described in clause 37-38 of this policy.

Workload equity

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

Part time Teachers

Part time teachers hours will be as per the STCA. Note that the STCA outlines changes in January 2025.

26. 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.
27. A part-time teacher who, after negotiation, agrees to be responsible for a Kāwai Huia class will be paid for the allocated KH time per cycle if this is in addition to their permanent part-time hours.

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

28. 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)

29. 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 37-38. It is expected that such agreement will be reached *prior* to the commencement of teaching, unless there are exceptional circumstances.

Class Size

30. Consideration will be given to the curriculum needs when establishing class sizes.
31. The class size average will be calculated for Term 1 on 1st March and on the first Friday of Term 2 and Term 3. The figure calculated at these times will be “set” for that term.
32. 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. Compensation for class sizes will not apply in Term 4, unless the teacher only teaches Y9 and Y10 all year.
33. Where possible the maximum class size will be 30 students, except where safety or equipment limitation dictate a lower number as defined by Health and Safety in Employment Act
34. Where a class has fewer than 10 confirmed students the Principal will determine whether the class will be timetabled. As a guide, reduced hours may be considered for small classes at Level 2 and 3 on the basis of:
11,12,13 students = 6 hours per cycle
14,15 students = 7 hours per cycle.
35. When a new subject is introduced and there are fewer than 16 confirmed students the Principal will determine whether the subject will be offered.
36. When a class is full generally the most recently enrolled students into the class will be asked to find an alternative subject.

Compensation

37. 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 an average class size of 26.1-27.0 will be offered one day per term during the term the average class size applies. Teachers who have more than an average class size of 27.1 will be offered two days per term during the term the average class size applies. ‘In lieu’ time may be ‘banked’ upon negotiation with and at the discretion of the Principal before the end of the term the average class size applies.
38. Time in lieu as described in point 37 of this policy is the usual compensation mechanism, but the Principal will consider other forms of compensation suggested by the teacher concerned. Forms of compensation may include (but are not limited to):
 - release from specific supervision duties.
 - release from taking a Kāwai 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

39. 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

40. The number of classes will be determined by the Principal and will be based on student option choices and staffing.
41. Splitting a class between two teachers is an option and will occur only when all other possibilities have been explored. In situations where the Principal agrees to a split, the decision will be discussed with the HoD and teachers concerned to explore additional options that may not have been considered.
42. The Principal will decide whether additional classes will be created after the timetable is set.
43. 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.
44. Teaching rooms will be allocated by the Timetabler, in consultation with HoDs. The Principal will ultimately determine the allocation of rooms.
45. The Principal will ultimately determine all matters pertaining to staffing.

Other duties

46. Kāwai Huia times and assembly are not counted as contact time unless they occur at a time that would otherwise be a teaching spell.
47. Full-time staff shall attend morning briefings and staff, Waka Huia (House), and department meetings unless otherwise agreed with the teacher's immediate manager.
48. From 2025, part-time staff shall attend morning briefings and staff, Waka Huia and departmental meetings proportionately to their load. For example, a staff member employed FTE 0.5 would attend half of each of the meetings listed above across the year. Until 2025, part time staff should attend meetings and duties at the rate of at least 1 hour for every 9 hours worked. For example, a staff member employed FTE 0.5, would attend at least 2 hours 45 minutes of meeting and duties, on average, every cycle.
49. All curriculum unit holders will be required to attend Curriculum and Assessment meetings unless otherwise agreed.
50. All pastoral unit holders will be required to attend pastoral and waka huia meetings unless otherwise agreed.
51. All full-time teachers shall do duty.
52. From 2025, part-time teachers will be scheduled for duty on a pro rata basis.

Priority of use of additional staffing

53. 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

54. The School Board is responsible for school policies and the timetable policy will be included in the review schedule.
55. The School Board will endeavour to consult staff at the scheduled review. Between reviews either the Principal or the PPTA branch chairperson on behalf of employees covered by the STCA may ask the Board to review the policy.
56. 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 STCA, or changes to the STCA occur.

Legislative Compliance

[Secondary Teachers' Collective Agreement](#)

Health and Safety in Employment Act

Reviewed and ratified: November 2023

Next Review: November 2026