



MICHAEL PARK SCHOOL AND KINDERGARTEN SCHOOL POLICY

TIMETABLE

Rationale

The Area Schools Collective Agreement requires all area schools or those institutions employing area school teachers to have a timetable policy outlining details of non-contact times, reference to class sizes, hours of work and if necessary why it may not be possible to provide the required non-contact time.

Purpose

The Board of Trustees in accordance with set regulations will fully implement the staff non-contact time allowance for teaching staff and will endeavour to maintain reasonable class sizes.

Guidelines

1. Processes in timetable practices will be developed in consultation with the teaching staff.
2. Decisions on timetabling relating to numbers of classes, options offered, staff allocations, rooming allocations, class sizes will rest in the final instance with the Senior Leadership Team (SLT).
3. The principal may delegate timetabling processes and management to other members of the school staff.
4. The non-contact time for full time teaching staff will be allocated according to section 4.2 of the Area Schools Teachers' Collective Agreement. This is calculated on an average weekly basis with the overall hours of work deemed to amount to the hours as outlined in the agreement.
5. The hours of work will comprise: normal class allocations, professional development, E.O.T.C., camps, assemblies and supervision but will not include duty, extra-curricular activities and staff meetings.
6. In addition, full time teachers are expected to be at school no later than 8.15 a.m (i.e. 15 minutes prior to the start of the school day) and to take time after the close of the school day to ensure that their administrative work is completed and their teaching environment tidy.
7. Each full-time teacher predominantly teaching in Classes 1-5 shall teach no more than 24 hours timetabled classroom teaching time per week (averaged across the year.)
8. Each full-time teacher predominantly teaching in Classes 6-7 shall teach no more than 20 hours timetabled classroom teaching time per week (averaged across the year.)
9. Each full-time teacher predominantly teaching in the High School (Classes 8-12):

- a. Shall teach no more than 20 hours regular timetabled classroom teaching time per week (averaged across the year).
 - b. Shall teach Main Lesson blocks of 3-4 weeks at a time, usually no more than 2 in any one term, during which their normal timetabled classroom teaching hours may be exceeded. In such circumstances compensatory non-contact time will be allocated.
- 10. Part-time teachers may teach no more than 19.5 hours in their normal allocations following the collective agreement table set out in section 4.2 of the Collective Agreement.
- 11. Beginning Teachers, Te Atakura teachers, classroom specialist teachers will be given non-contact allowances in addition to their required time allowance applicable to that position.
- 12. Unit holders of permanent units will be allowed weekly non-contact hours (averaged across the term):
 - a. one hour for a teacher holding one management unit
 - b. two hours for a teacher holding two management units
 - c. three hours for a teacher holding three management units or more
 - d. separate non-contact arrangements for Deputy Principals which recognizes the scope of their administrative responsibilities
- 13. All full and part time teachers will be required to do duty on a pro-rata basis according to the school's duty roster.
- 14. In compiling the school timetable, class sizes will be determined by the school roll and its staffing entitlement. Class sizes and courses offered will be at the discretion of the Senior Leadership Team (SLT). (e.g. if an elective class does not have the minimum required number of students it may not be offered).
- 15. Class sizes, especially but not exclusively, in craft / technology workshops, sciences, E.O.T.C. and physical education will pay full consideration to staff and student safety.
- 16. From time to time it may be necessary, at short notice, to call on teachers to carry out tasks or duties which could mean that their normal allowance of non-contact time may not be available. Such circumstances may include:
 - a. The need to act in an emergency situation
 - b. The need to supervise a class which is unexpectedly without a teacher when staff are absent due to illness

In such circumstances it is important that school management is able to call upon the services of trained teachers. Where, on average, a teacher is working at their contracted full-time-equivalent workload and undertaking such additional duties, any loss of contact periods will be compensated.

- 17. There may be occasions where teachers are asked to assist with internal relieving. Such circumstances may include:
 - a. When a teacher is on approved release or leave
 - b. When a teacher is scheduled to teach an additional programme and unable to take their normal classes

Any such internal relieving will be scheduled with due consideration for the relieving teacher's overall contact hours and the total hours / periods they are contracted to teach. Where teachers have surplus (additional non-contact) periods within their timetable they may be called on to assist with relieving duties without compensation of time providing such duties do not exceed contracted hours. Teachers with more surplus periods in their timetable can expect to be called to cover internal relieving more frequently than those with few surplus periods. The school undertakes to inform teachers of any such surplus periods in their timetable and schedule internal relieving as equitably as possible ensuring teachers overall workloads do not exceed the contracted hours.

18. There may be occasions where teachers are scheduled for teaching duties that mean their normal contact hours are exceeded for a limited time. Such circumstances may include:
 - a. During class play productions
 - b. During High School Main Lesson blocks
 - c. During school camps and similar EOTC events

Any such timetabled duties shall be calculated into the teacher's overall workload. Teachers attending school camps and other overnight events are entitled to apply to be reimbursed for \$25 per night for each overnight stay.

19. Teachers may be required to attend up to 10 call-back days per year for professional learning and development. The school undertakes to give teachers reasonable notice of such days and include them in the staff annual calendar. Such call-back days may include travel to workshops, noho-marae, conferences and other events which involve overnight stays. Teachers attending such events are entitled to be reimbursed for pre-approved travel and accommodation expenses, \$25 per night for each overnight stay and, on presentation of receipts, up to \$15 per night per teacher reimbursement of food expenses.
20. Where possible, students will be timetabled in rooms appropriate for a subject.
21. Teacher release for professional learning and development will be subject to approval of the Senior Leadership Team (SLT).
22. Any leave, other than sick leave, must be applied for and will be subject to the conditions of clause 5 of the Area Schools Collective Contract and in accordance with school procedures. Any such leave applications are subject to approval of the Principal or delegate.
23. On the completion of the annual timetable it will be published to the whole staff and individual teachers informed of any surplus periods in their contracted hours.
24. The procedure by which timetabled hours are worked out shall be available to staff.