



WAIMEA COLLEGE

Policies and Procedures

Policy: NAG 3 – Timetable

Date Approved: September 2017

Review Date: 2020

PART 1: Collective Agreement Provisions (These are minimum requirements)

1. The school policy on timetabling will be developed and reviewed in consultation with its teaching staff.
2. Non-contact time is based on an individual teacher timetabled classroom teaching hours comprising a total of 25 hours or a combination of periods of time equivalent to 25 hours per week.
3. Each full-time teacher shall have a minimum of five hours non-contact time within each school week.
4. Total weekly non-contact time may be a combination of periods that are less than one hour.
5. Trained, full time beginning teachers in their first year are allocated five hours per week for advice and guidance purposes as well as their minimum non-contact entitlement. They are a charge of 0.8 against the staffing allowance and must have no more than 15 hours of teaching duties. Five hours per week shall be timetabled for the purposes of advice and guidance and their remaining timetabled time shall be non-contact time.
6. Trained, full time beginning teachers in their second year have no more than 17.5 hours of allocated teaching duties each week. Two and a half hours per week shall be timetabled for the purposes of advice and guidance and their remaining timetabled time shall be non-contact time.
7. Trained part time beginning teachers in their first year who are employed for 0.5 or more of a full time load shall have included in their timetabled hours 2.5 hours non-contact time per week for advice and guidance in addition to any other time allowances to which they may be entitled as part time teachers.
8. No part-time teacher will be timetabled for more than 19.25 contact hours within each school week and the school shall provide additional non-contact time to bring the teacher to at least the level set out in paragraph 9 below.
9. The minimum timetabled non-contact time of part-time teachers is:

<i>FTTE</i>	<i>Paid Hours per week</i>	<i>Minimum timetabled non-contact hours per week</i>
<i>0.89</i>	<i>22.25</i>	<i>3.0</i>
<i>0.87 – 0.88</i>	<i>21.75</i>	<i>2.5</i>
<i>0.85 – 0.86</i>	<i>21.25</i>	<i>2.0</i>
<i>0.83 – 0.84</i>	<i>20.75</i>	<i>1.5</i>
<i>0.75 – 0.82</i>	<i>18.75</i>	<i>1.0</i>
<i>0.72 – 0.74</i>	<i>18.00</i>	<i>0.5</i>
<i>Below 0.72</i>	<i>Below 18.00</i>	<i>No entitlement</i>

10. For all part time teachers employed for 12 hours or more per week (0.48 FTTE to 0.89 FTTE) the school will endeavour to provide non-contact time that is proportional to that of a full time teacher, i.e. the FTTE they are employed for multiplied by 5 hours.
11. The placement of each part-time teacher's timetabled non-contact hours within the timetable shall be in discussion with the individual teacher and recognises the distribution of the individual's timetabled class contact hours. The teacher is required to be available in the school during their timetabled non-contact time.
12. The minimum non-contact time entitlements to each teacher allocated permanent unit(s) in addition to the basic non-contact time entitlements are:
 - a) one hour per week for holders of one permanent unit;
 - b) two hours per week for holders of two permanent units; and
 - c) three hours per week for holders of three or more permanent units.
13. The school shall endeavour to provide at least one additional hour per unit for each permanent unit above the third.
14. The school will seek to provide those in or senior management positions with sufficient additional non-contact time to manage their administration, management or pastoral duties.
15. The school will seek to provide each teacher in charge of a department who does not hold a permanent unit with one additional non-contact hour to carry out their specific management and/or additional responsibilities (including guidance and pastoral duties).
16. The teacher designated as a Specialist Classroom Teacher shall receive an additional 8 hours non-contact time allowance per week. (Schools with rolls over 1200).
17. Heads of Department (HOD's) who are responsible for beginning teachers shall be allocated the equivalent of one hour non-teaching time per week for each teacher who generates the year-one beginning teacher time allowance for the purposes of directly providing curriculum-specific advice, guidance and support to that teacher. How this time is allocated within or across weeks is to be decided by the Principal in consultation with the HOD(s). Time allowances will aggregate where the HOD is providing curriculum-specific advice and guidance to two or more beginning teachers who generate the time allowance. When the curriculum support programme is transferred to another teacher the eligibility for the time allowance is also transferred. Where more than one Head of Department has responsibility for providing curriculum support and guidance to the beginning teacher the time allowance shall be shared equitably.
18. The Principal is to ensure that discussion occurs with any overseas teacher whose employment generates the overseas teacher time allowance on how the allowance may be utilized to assist in providing professional advice and guidance to the teacher.
19. The school shall endeavour to ensure that the individual average class size for each teacher with two or more classes does not exceed 26 students. Where, for genuine reasons, this cannot occur the compensatory mechanism(s) agreed in this policy will operate.

PART 2: "Genuine Reason"

1. Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact when:
 - 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 endeavors have been exhausted, the timetable can only be made to operate if a teacher teaches for a term, semester, module or a year, at a higher level of contact than their minimum non-contact indicates.
 - f) teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts.

2. Where by virtue of demonstrated timetable or other constraints the allocation identified of non-contact hours for any individual teacher cannot be implemented the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the allocation of their non-contact entitlement. If it is subsequently agreed that there is genuine reason why it is not possible to provide the non-contact entitlement within the timetable then the Principal and the teacher may mutually agree to compensate the teacher with any of the following:
 - a) an equivalent increase in the allocation of time for non-contact teaching duties at another point in that school year; or
 - b) an equivalent increase in the allocation of time for non-contact teaching duties in the following school year; or
 - c) an equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
 - d) an equivalent period of relief cover for the teacher later in that school year; or
 - e) some combination of the above; or, if none of the above are possible,
 - f) payment of one fixed term unit or one board-funded responsibility payment per year for each weekly hour of non-contact lost for the period during which the entitlement reduction occurs.

3. Where by virtue of genuine and demonstrated temporary constraints the allocation of non-contact hours to which an individual teacher is entitled cannot be met within any week then the Principal and the teacher may, on each occasion, mutually agree to compensate the teacher with any of the following:
 - a) an equivalent temporary allocation of non-contact time at another point in that school year; or
 - b) an equivalent temporary reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
 - c) relief cover for the teacher later in that school year; or
 - d) some combination of the above; or, if none of the above are possible,

- e) payment of a fixed term unit or a board responsibility funded payment for a period sufficient to generate a total payment equivalent to 1/950 of their normal salary rate for each hour of minimum non-contact entitlement time reduced.
4. Teachers should only be asked to exceed an average class size of 26 when:
- a) all reasonable options have been investigated and no alternative to an increase in the average class size can be found after all reasonable endeavors have been exhausted, the timetable can only be made to operate if a teacher teaches for a term, semester, module or a year, at a higher level of average class size than 26.
 - b) the request is made on an individual basis, and a blanket request for agreement to average class sizes of over 26 shall indicate a need to review timetable structures and operation.
 - c) The HOD in consultation with the department has determined a variation in class sizes because of a specific need (e.g. lower numbers in a remedial class).
5. Where by virtue of demonstrated timetable or other constraints the allocation of classes would generate an average of greater than 26 students for an individual teacher the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the average to be achieved. If it is subsequently agreed that there is genuine reason why it is not possible to provide an average class size of no more than 26 within the timetable then the Principal and the teacher may mutually agree to compensate the teacher with any of the following:
- a) an increase in the allocation of time for non-contact teaching duties; or
 - b) an increase in the allocation of time for non-contact teaching duties in the following school year; or
 - c) an equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
 - d) a period of relief cover for the teacher later in that school year; or
 - e) some combination of the above; or, if none of the above are possible then
 - f) payment of a fixed term unit or a board-funded responsibility payment for a period which generates an amount equivalent to that given by the specified formula.

PART 3: Other timetable policy components

Review Process

1. The policy shall be reviewed as part of the Board policy review cycle.
2. Between 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.

Other Duties

1. All staff are required to perform other duties as deemed necessary to enable the smooth running of the school and their departments. These duties should be made after consultation with Senior Management and HOD's. All staff are required to attend departmental, committee, and staff meetings as noted in their job descriptions.
2. Form Time:
All full time staff members will take a Form Class, with the exception of Outdoor Education Staff, Year Level Deans, Heads of House, Senior Management and Guidance staff. These staff may be called upon to relieve a Form Time in the case of Form Teacher absences. If there are more Form Teachers available than Form classes, then some teachers may share a Form class, or be relieved of a Form class for a period of time in order to perform 'special duties'.
All part time staff members will be asked to contribute to Form Time. If there are insufficient fulltime staff to cover the number of Form Classes, then part-time staff with a teaching load of 0.70-0.79FTE may be asked to share a Form Class. Part-time staff with a teaching load of 0.80FTE and above may be asked to take a Form Class. Other part-time staff may be asked to relieve a Form Time in case of Form Teacher absences.
3. Form class sizes are endeavoured to be kept between 25-30 students whenever possible, and to contain a cross section of Year Levels and genders.
4. Before school, Breaks 1 and 2, and after school supervision:
All staff shall take part in before school, Breaks 1 and 2 or after school duty according to the roster. Part time staff undertake a proportionate amount of duty.
5. All staff are encouraged to be involved in extra-curricular sporting, cultural or recreational activities operational in the school.

Class Sizes:

These are in addition to the requirement to include the provision for teachers with two or more classes should have an individual average class size of no more than 26.

1. **Maximum class sizes (junior, senior, practical, theory classes):**
The school shall endeavour to keep class sizes where possible are to be kept below 30 students, with the exception of:
 - Outdoor Education: 20 students at Year 11, 12 and 13.
 - Technology (Materials Technology Furniture, Mechanical Engineering and Electronics): maximum of 28 students at Years 9, 10 and a maximum of 24 students in Years 11, 12 and 13 or by negotiation with Senior Leadership and the teacher
 - Hospitality: 28 students at Year 11, and 26 students in Years 12 and 13 or by negotiation with Senior Leadership and the teacher
 - Employment Skills (Year 12): 40 students over two classes
 - Lifeskills: 26 students
 - Gateway: Limited to funding availability
 - OnTrack: 7 Alternative Education places or number is verified by MOE plus up to 13 OnTrack students.
2. **Responses to large classes:**
Should a large class occur, the timetable team will work with the HOD, tutor and teacher/s concerned to reduce the class size in the fairest way possible for all concerned. Should sufficient interest in a particular class deem it necessary to create an extra class, this will be discussed with the Principal, and a decision made as to whether this will go ahead, based on available staffing.
3. **Minimum class sizes:**
Fifteen is deemed to be the minimum class size, except in the following special circumstances:
 - Multi-level classes (see below)
 - Senior language classes
 - Keeping a senior option available to students, who may have studied this class throughout their schooling e.g. Textiles, Electronics.
 - Or at the discretion of the Principal.
4. **Determining viability of new courses:**
New courses need the recommendation of the curriculum team and the subsequent approval by the Principal prior to their implementation. This approval process needs to consider:
 - Resources required (including staffing)
 - Minimum and maximum student numbers
 - Qualifications and levels offered (at introduction, and in the future)
 - Impact on other courses
5. **Multi-level classes:**
Should multi-level classes be offered (in the senior school), this will be done through negotiation with the HOD and teacher concerned.

6. Other Areas for Discussion and Agreement:

- Monitoring and recording the use of entitlement non-contact
- This is kept by the timetable team, and made available, if requested, to each individual teacher.
- Length of the timetable cycle and the number of teaching periods per day
- This is a 10-day cycle, with 5 one hour periods (2, 2, 1). The timetable structure is reviewed on a regular basis.
- Compensation for teachers with average class numbers above 26 students and/or teaching outside the normal timetable
 - Consideration will be negotiated on a case-by-case basis.
 - Methods of providing consideration could include: an extra non-contact, reduction in duty, no form class, or release from a specific school event.

Adopted: 4 September 2017

Chairperson: _____
Waimea College Board of Trustees