



## TIMETABLE POLICY

### Rationale

The Secondary Teachers' Collective Agreement (STCA) requires schools to develop a policy on timetabling (5.2.3).

The policy and procedures provide a basis on which to formulate timetabling decisions for Otahuhu College.

### Guidelines

1. The school will endeavour to deliver to all teaching staff at least the minimum conditions (including non-contact hours per week) as directed by the current Collective Agreement negotiated between the Post Primary Teachers' Association and the Ministry of Education.

At present this means:

- Five hours of non-contact per full-time teacher.
  - Permanent Management unit holders shall be entitled to one hour non-contact time per unit held up to a maximum of three hours.
2. Procedures will be put in place for compensating staff when the minimum entitlements of the Collective Agreement are unable to be met. This will include the Principal and the teacher agreeing on a method of compensation for lost time. This could include but is not limited to:
    - Paid leave when a reliever shall be employed to take the class and extra non-contacts during future timetabling periods e.g. later in the year, next year.
    - A reduced teaching load at other times of the year or the following year.
  3. The school will endeavour to restrict average class sizes to 26 students. Nevertheless, exceptions may be negotiated on a case-by-case basis.
  4. Small classes may be tied to another class, the students offered the course through the Correspondence School where appropriate, or not run that year. Nevertheless, exceptions may be negotiated on a case-by case basis.
  5. If it is not possible in a week to employ paid relief due to the short notice given, staff relief will be used. Where needed the relieving teacher and Principal shall agree on a method of compensation for this lost time. This could include but is not limited to:



- Paid relief for a lesson at an agreed future date
6. Otahuhu College will endeavour, within funding constraints, to meet the required non-contact provisions for part-time teachers as set out in Clause 5.2.6 of the Secondary Teachers Collective Agreement.
  7. Between triennial reviews of this policy, the Principal, individual staff, or the PPTA branch chairperson on behalf of staff may initiate a review through consultative meetings between the Principal and all staff.
  8. Other specific timetable procedures affecting staff shall be negotiated between the Principal and the staff concerned.
  9. Monitoring and recording the use of non-contact entitlement shall be the responsibility of the Deputy Principal with responsibility for timetabling. Information on workload and allocation of non-contact time will be made available to the PPTA Branch chairperson.
  10. The provisions of the Collective Agreement take precedence over these guidelines and the guidelines will be reviewed if they are found to be in breach of the Collective Agreement or changes to it.