

Policy: Timetable

Policy Statement

The Manurewa High School Board of Trustees recognises that as the current Secondary Teachers' Collective Agreement sets out the requirements of full-time teachers to have specified hours of non-contact time each week, the Board has a responsibility to comply with the conditions of the Secondary Teachers' Collective Agreement and also to ensure fairness and transparency in the timetabling process.

Procedural Guidelines

- The Principal determines the allocation of staffing for the School on an annual basis in accordance with the GMFS and also determines the number of classes that will operate in each level/subject.
- HOLAs, in consultation with their staff, and their Deputy Principal, will allocate classes to staff. The Principal will approve the final allocation.
- The timetable team constructs a timetable in readiness for the start of the new year that best meets the needs of the School and is based on the allocations made by HOLA's and the Principal. A table of class allocation will be displayed to all staff, and an agreed list of timetable requirements will be compiled, before the timetable team constructs the timetable.
- The timetable team consults with HOLA's and the Principal should changes have to be made with allocations originally given.
- The non-contact requirements as described in the Collective Agreement are provided.
- The School will provide additional non-contact time on the basis of one hour for each management unit for permanent management unit holders to a maximum of three hours. Additional time can be allocated if circumstances warrant it. For timetable purposes the allocation will be one period of time with the time difference balanced against the teacher's total contact time. Some fixed term unit holders may not receive a non-contact time allowance.
- In special circumstances and where a genuine health and safety concern (in the view of the Deputy Principal/Staff Member in charge of Relief Staffing) exists, teachers may be asked to temporarily forego their minimum entitlement to non-contact. These would be in times of emergency when no day reliever can be found and teachers holding more than the minimum non-contacts are unavailable. Situations where teachers volunteer to cover for their colleagues whilst on leave for "non-contract" reasons are not included.
- Where teachers are requested to work hours in excess of those described in the contract, the School will maintain a register and 'balance' the teachers' work hours *by negotiation* at appropriate times during the year, ie mid-year assessments, Term 3 exams and when the senior students leave in Term 4.
- Non-contact periods are considered to be times when school work is undertaken. It is assumed that staff will undertake work on site. If circumstances require the staff member to be off site, then the Associate Principal and/or Deputy Principal/Staff Member in charge of Relief Staffing must be consulted.
- For individual teachers the school will endeavour to have an average class size of 26 across their programme and the school year. A compensatory mechanism will be negotiated.

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Review schedule: September 2019

| ADOPTED BY BOARD OF TRUSTEES | | | |
|-------------------------------------|-------------------------|-------------|-------------------|
| Date | 20 November 2002 | Chairperson | M J Bailey |

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| REVIEWED | Date | 30 July 2003 | Chairperson | M J Bailey |
| AMENDED | Date | 27 October 2005 | Chairperson | S Smith |
| REVIEWED | Date | 24 September 2008 | Chairperson | S Smith |
| AMENDED | Date | 26 September 2011 | Chairperson | S Smith |
| AMENDED | Date | 19 September 2016 | Chairperson | S Smith |
| REVIEWED/AMENDED | Date | | Chairperson | |