

Timetable Policy

RATIONALE

A school timetable is developed annually to reflect how the school offers the curriculum, the learning needs and academic pathways of students and available staffing resources. The secondary teachers' collective agreement (STCA) sets out particular requirements for non-contact hours and average class sizes that are to be incorporated into the timetabling process.

PURPOSES

- To ensure the needs of students is the first and key priority in the timetable development.
- To ensure fairness and transparency in the timetabling process.
- To comply with the conditions of the STCA.

GUIDELINES

1. The principal determines the allocation of staffing for the school annually using the GMFS (guaranteed minimum formula staffing) and any board of trustee staffing contribution as a basis.
2. The principal determines the number of classes that will operate at each level and in each subject using student enrolment data and subject choice information gathered from students.
3. HODs, in consultation with their staff, other HODs and the principal, allocate classes to staff.
4. A timetable team constructs a timetable in readiness for the start of the new year that meets the needs of the school and is based on the allocations made by HODs and the principal.
5. The timetable team consults with HODs and the principal should changes have to be made with allocations originally given.
6. The non-contact requirements are provided as described in the STCA for full-time teachers, part-time teachers and those with permanent MUs.
7. The school will provide extra non-contact time for HODs/mentors responsible for beginning teachers as described in the STCA and will endeavour to provide one additional hour per MU for each permanent MU above the third (for those with more than three MUs).
8. In special circumstances and where a genuine reason exists, teachers may be asked to temporarily forego their minimum entitlement to non-contacts. 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.
9. Where teachers are requested to work hours in excess of those described in the contract, every attempt will be made to redress the situation at another point in the school year.
10. In allocating classes to teachers, the principal will use reasonable endeavour to achieve, for each teacher who has two or more classes, an average class size of 26 students.
11. To allow for a settling down period, to cater for new student enrolments and student option changes, the average class size for teachers will initially be based on 1st March numbers.
12. Where a teacher has an average class size that exceeds the 26 student threshold, then an agreed (between the teacher and principal) compensatory mechanism will be provided that may include provision of extra non-contact time or reduction of other duties.

Chairperson: _____

date approved: 28 March 2017