



WHANGANUI HIGH SCHOOL POLICY

TIMETABLE

Policy No: 3.9

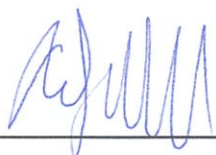
INTRODUCTION	1	To provide a timetable that meets the needs of the students in terms of their learning opportunities, qualifications and the New Zealand Curriculum requirements.
	2	The timetable needs to take into account the resources available to the School, and the needs of staff in terms of the current Secondary Teachers' Collective Employment Agreement.
OBJECTIVES	1	<p>The policy will guide the School in terms of its endeavours to meet its mission statement and comply with the requirements of the Secondary Teachers' Collective Agreement.</p> <p><u>NB:</u> The Principal is delegated authority to act on behalf of the Board regarding all matters to do with the School's timetable.</p>
	GUIDELINES PART A <i>Student Timetables</i>	1
2		All students in Years 11, 12 and 13 will be offered a broad range of subjects, including the opportunity to study English and/or Te Reo Maori. The curriculum for students in Years 9 - 13 is underpinned by principles, values and key competencies of the New Zealand Curriculum.
3		All students will be offered advice and guidance relating to possible subjects, course structures, and related to these, careers advice.
4		Subjects in the Senior School will be offered according to demand, where the School has the staff and physical resources necessary to meet that demand. The withdrawal of a class, if relevant, would be at the Principal's discretion.
5		The timetable for Years 11, 12 and 13 students should endeavour to provide student learning programmes which enable students to achieve an appropriate National Qualifications Framework (NQF) qualification.
GUIDELINES PART B <i>Collective Agreement Provisions</i>	1	A full-time teacher's timetable at Whanganui High School will be allocated from a programme of 25 periods per week plus form time duties as required by the Principal.
	2	Each member of staff will be allocated non-contact hours in accordance with the conditions set down in the Secondary Teachers' Collective Agreement. Except as provided for in Part C of this policy, no full-time teacher shall be timetabled for more than 20 hours per week contact.
	3	The school will provide the minimum non-contact required and shall work progressively to provide fully pro-rata non-contact time for all part-timers employed for more than 12 hours per week. Pro-rata non-contact time will be provided to all part-time teachers in 2025 in accordance with the Secondary Teachers' Collective Agreement.
	4	Apart from exceptional circumstances (as set out in Part C), or when mutually agreed between the Principal and relevant member of staff, all staff will receive their minimum non-contacts per week.

<p>PART B <i>Collective Agreement Provisions</i></p> <p>CONTINUED....</p>	5	<p>Trained, full-time beginning teachers in their first year will be on a 0.8 teaching load so that they have suitable time for preparation, professional development, advice and guidance purposes.</p> <p>Trained, full-time beginning teachers in their second year will be on a 0.9 teaching load.</p>
	6	<p>a. The maximum contact time each week for the Specialist Classroom Teacher (SCT) shall be 12 hours per week.</p> <p>b. Teachers providing the curriculum development with provisionally certified teachers shall have 40 hours per year timetabled non-contact time to work with those PCTs. This time is pro-rata where two or more teachers work with the PCT.</p> <p>c. The school will provide an additional one hour non-contact time per unit per week for each of the first three permanent units held by teachers and will endeavour to provide sufficient time for teachers with more than three permanent units to fulfil the duties for which the additional units are provided.</p> <p>d. In addition, the school will endeavour to provide additional non-contact time to support the School's Guidance Network.</p>
	7	The average class size for teachers will be determined from 1 st March in order to allow for a settling down period regarding new student enrolments and student option changes in the first few weeks of the school year.
	8	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 no more than 26 students.
	9	<p>Where a teacher's average class size is greater than 26 students, the teacher will be offered the opportunity to review his or her timetable and suggest changes that would allow the reduction of his or her average class size. If it is subsequently shown that there is genuine reason why it is not possible to reduce average class size for the teacher, then the Principal and the teacher shall mutually agree to compensate the teacher from a range of compensatory mechanisms. The compensation mechanism shall be agreed to within one calendar month of the determination of the reason for non-reduction of average class size.</p> <p>Maximum class size will be based on Health and Safety considerations.</p>
	10	In the case of multi-level needs, where a number of levels or grades are being catered for, reasonable endeavour will be made to have mixed levels in a class, if possible.
	11	The role of House Form Class Teacher is an administrative role.
	12	Any time students are engaged in a learning programme (as part of the wider curriculum of the School) the time becomes contact time for the staff involved.
	13	As well as the number of classes a teacher may be timetabled to teach, the hours of work of individual teachers are influenced by a number of factors, e.g. preparation, assessment, pastoral, administrative responsibilities, and also includes the extent to which individual teachers may participate in the extra-curriculum programmes of the School.
	14	Rest and meal breaks – Good employer relations to prevent a teacher simply working non-stop all day.

<p>GUIDELINES</p> <p>PART C <i>Genuine Reason</i></p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	<p>Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact when:</p> <p>a) All reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found.</p> <p>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.</p> <p>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.</p> <p>d) No day-reliever can be found after timely and appropriate efforts have been made.</p> <p>e) On a longer term basis, and after all reasonable endeavours have been exhausted, the timetable can only be made to operate if a teacher teaches for a term, semester or a module, at a higher level of contact than their minimum non-contact indicates.</p> <p>f) Part-time teachers and teachers holding more than the minimum non-contacts and who are available at the required time, have first been used during one or more of those additional non-contacts.</p> <p>Where, by virtue of demonstrated timetable or other constraints, the Principal has genuine reason to ask a teacher to temporarily forgo their entitlement to their maximum contact time then the teacher will be offered the opportunity to review the timetable and suggest changes. If they agree to forgo their non-contact entitlement on a temporary or long term basis then the Principal and the teacher shall mutually agree to a compensatory mechanism prior to the extra duties being undertaken. The agreed to compensation is to be honoured within 12 weeks of the extra duty being provided, unless another timeframe has been mutually agreed upon.</p> <p>The default mechanism for compensation will be an equivalent quantum of time in lieu at a mutually agreed time.</p> <p>The SLT member in charge of relief will keep records of the allocation and use of compensatory mechanisms. Teachers will be able to access their current relief record at any and all times. These relief records will also be shared directly with the Principal and Business Manager.</p>
<p>GUIDELINES</p> <p>PART D <i>General Timetable Components</i></p> <p>REVIEW PROCESS</p>	<p>1</p>	<p>The Board, in association with the Principal, and in consultation with the staff, will review this policy annually in accordance with the School's quality management cycle.</p>

Approved by the Board

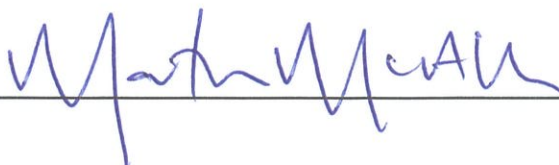
Signed Chairperson:



Date:

30/10/23

Signed Principal:



Date:

30/10/23