



Aquinas College

183 Pyes Pa Road, RD3, Tauranga 3173, NZ

OPERATIONAL POLICY

Timetable

Latest Revision	February 2022
Reviewer	Principal
Next Revision	February 2023
Associated Governance Policies	1.1 Curriculum Delivery 1.4 EOTC 1.6 Special Character

INTRODUCTION

A school timetable is developed annually to reflect how the College offers the curriculum, the learning needs and pathways of students and available staffing resources. The Secondary Teachers' Collective Agreement (STCA) and the New Zealand Catholic Bishops' Conference sets out particular requirements for timetabling policy.

GUIDELINES:

1. To develop an annual timetable to ensure the needs of students are the first and key priorities, and to meet the requirements of the New Zealand Curriculum and for the State Integrated School's agreement of the College.
2. Timetabling is developed in consultation with teaching staff and Leaders of Learning.
3. Board of Trustees input can be sought as required.
4. Timetabling includes non-contact entitlements (STCA) for an integrated school.
5. Timetabling includes class size provisions.

PROCEDURE

1. The Principal determines the allocation of staffing for the College annually using the GMFS 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 students' subject choice information in line with the New Zealand Curriculum.
3. The Leaders of Learning shall consult with staff and make recommendations to the Assistant Principal – Middle School regarding teaching expertise and class allocations for timetable purposes.
4. Non-Contact and Release Time: Under the current timetable structure, full-time teachers will receive 300 minutes of non-contact time per week and can expect to teach 48 periods per cycle. A teacher

with one Management Unit can expect to teach 45 periods per cycle. A teacher with two Management Units and Kahui Ako Within School Teachers can expect to teach 43 periods per cycle. Deans receive additional release time and can expect to teach up to 38 periods per cycle.

- 5. In special circumstances and where a genuine reason exists, teachers may be asked to temporarily forego their minimum entitlement to non-contact. These would be in times of short notice 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-contact' reasons are not included.*
- 6. Where teachers are requested to work timetabled hours in excess of those described in STCA due to genuine reason, compensatory mechanisms must be made to redress the situation in a mutually acceptable solution between the teacher concerned and the Principal.*
- 7. Class size: The College will use reasonable endeavour to achieve, for each individual teacher with more than one class, an average class size of no more than 26 students. Where this cannot occur, compensatory mechanisms must be made to redress the situation in a mutually acceptable solution between the teacher concerned and the Principal.*