



Aquinas College

183 Pyes Pa Road, RD3, Tauranga 3173, NZ

OPERATIONAL POLICY

Timetable

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| <i>Latest Revision</i> | <i>May 2023</i> |
| <i>Reviewer</i> | <i>Principal</i> |
| <i>Next Revision</i> | <i>March 2024</i> |
| <i>Associated Governance Policies</i> | <i>1.1 Curriculum Delivery 1.4 EOTC 1.6 Special Character</i> |

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. This policy recognises all provisions and entitlements set out in the Secondary Teachers' Collective Agreement (STCA), even if not explicitly referenced herein.*

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 College timetabler regarding teaching expertise and class allocations for timetable purposes.*

Collective Agreement Provisions

Non-Contact Time

1. For full-time teachers:
 - a. A minimum non-contact allowance of the equivalent of 5 hours per week (averaged across the timetable cycle, which is currently two-weeks)
 - b. The maximum total weekly contact time a teacher can be timetabled for is 20 hours (averaged across the timetable cycle, which is currently two-weeks)
 - c. In accordance with the STCA, the individual time allowances provided under clause 3.7 (Te Atakura), 3.8 (Beginning Teacher), 3.8A (Head of Department Beginning Teacher Time Allowance) and 3.8B (Specialist Classroom Teacher) of this Agreement shall be in addition to the non-contact time entitlements above.
2. For part-time teachers:
 - a. Aquinas College will endeavour to provide non-contact time for part time teachers who are employed between 0.48 FTTE and 0.89 FTTE to allow such teachers non-contact time that is proportionate to that provided to full-time teachers.
 - b. The minimum timetabled non-contact time of part-time teachers is outlined in the table below.
 - c. In accordance with the STCA, the individual time allowances provided under clause 3.7 (Te Atakura), 3.8 (Beginning Teacher), 3.8A (Head of Department Beginning Teacher Time Allowance) and 3.8B (Specialist Classroom Teacher) of this Agreement shall be in addition to the non-contact time entitlements above.
 - d. The placement of each part-time teacher's timetabled non-contact periods within the timetable shall be in discussion with the individual teacher and recognise the distribution of the individual's timetabled contact hours. The teacher is required to be available in the school during their timetabled non-contact time

| FTTE | Minimum timetabled non-contact hours per week |
|-------------|--|
| 0.89 | 3.0 |
| 0.87 - 0.88 | 2.5 |
| 0.85 - 0.86 | 2.0 |
| 0.83 - 0.84 | 1.5 |
| 0.75 - 0.82 | 1.0 |
| 0.72 - 0.74 | 0.5 |
| Below 0.72 | None |

3. Management Unit (MU) holders:
 - a. The minimum non-contact time entitlements to each teacher allocated permanent unit(s) in addition to the basic non-contact time entitlements are:
 - i. one hour per week for holders of one permanent unit;
 - ii. two hours per week for holders of two permanent units;
 - iii. three hours per week for holders of three or more permanent units.
 - b. The college, at the discretion of the Principal, will seek to provide those in or senior management positions, guidance staff and Deans with sufficient additional non-contact time to manage their leadership and pastoral duties.
4. Kahui Ako (Within School and Across School roles)
 - a. Each teacher in a Kāhui Ako Teacher (Within School) role will be allocated the equivalent of two hours per week on average to fulfil their function in the role. The college has

flexibility to decide how it allocates this time within or across weeks following consultation with the teacher. An allocation under this clause is in addition to any other time allowances to which the teacher is entitled under this agreement.

- b. *Each teacher in a Kāhui Ako Teacher (Across School) role shall be allocated the equivalent of ten hours non-teaching time per week. The employing board, in consultation with the Kāhui Ako and the employee has flexibility to decide how they allocate this time within or across weeks. An allocation under this clause is in addition to any other time allowances to which the teacher is entitled under this agreement.*

Mentoring and Assembly Time:

- *Tuesday Mentoring sessions are considered contact time as teaching occurs.*
- *Mentoring sessions and Assembly times on Mondays, Wednesdays, and Fridays (8:40am-9:00am) is administration time and not considered contact time.*

Variations to entitlements:

Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact when:

- *all reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found.*
- *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.*
- *there is a sudden emergency that requires supervision of a group of students for its ongoing safety. All efforts will be made to find a day reliever.*
- *no day reliever can be found after timely and appropriate efforts have been made.*
- *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, module or a year, at a higher level of contact than their minimum non-contact indicates.*
- *teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts.*

Where by virtue of demonstrated timetable or other constraints the allocation of non-contact hours for any teacher cannot be implemented, the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the allocation of their entitlement (providing this does not prevent another teacher receiving their entitlement without agreement). If it is subsequently agreed that there is a genuine reason why it is impossible to provide the entitlement within the timetable, then compensatory mechanisms must be made to redress the situation in a mutually acceptable solution between the teacher concerned and the Principal. Refer below for compensatory mechanisms in this circumstance.

Where by virtue of genuine and demonstrated temporary constraints the allocation cannot be met within any week, then the college's compensatory mechanisms apply (see below).

Class Size

For an option class to run the recommended number is twelve. If a class falls below these limits the options are to:

- *Combine two levels*
- *Offer correspondence (if possible)*
- *Cancel the option*

Some allowances can be made to ensure a balanced curriculum. The Principal, in consultation with the Leader of Learning, will make the final decision on subject viability and class size.

Formation of classes during the timetabling process will generally adhere to the following formula, but is ultimately at the discretion of the Principal:

| Number of students enrolled | Number of classes |
|------------------------------------|--|
| 1 - 12 | At the discretion of the Principal |
| 13 – 28 | One class |
| 29 – 32 | One – two classes negotiated between the Principal and Leader of Learning |
| 33 – 56 | Two classes |
| 57 – 64 | Two – three classes negotiated between the Principal and Leader of Learning |
| 65 – 84 | Three classes |
| 85 – 96 | Three – four classes negotiated between the Principal and Leader of Learning |
| 97 – 112 | Four classes |
| 112 – 128 | Four – five classes |

NB: Provision of class size for specialist subjects that have a Health and Safety component will be negotiated between the Principal and Leader of Learning.

If it is impractical to create additional classes (at the discretion of the Leader of Learning in consultation with the SLT), students will be selected based on:

- 1. meeting the pre-requisites*
- 2. a first come, first served basis*

Class Size Average:

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 by virtue of demonstrated timetable or other constraints, the allocation of learning groups would generate an average of greater than twenty-six students for an individual teacher, the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the average to be achieved. If it is subsequently agreed that there is genuine reason why it is not possible to provide an average class size of no more than twenty-six within the timetable, compensatory mechanisms must be made to redress the situation in a mutually acceptable solution between the teacher concerned and the Principal. Refer below for compensatory mechanisms in this circumstance.

Hours of duty outside of timetabled hours

- 1. The college has no duties outside of timetabled hours which impact on timetabling practices.*
- 2. Duties outside of timetabled hours, which do not impact on timetabling practices include morning, First Break, Second Break and after school duties.*

Assigned Relief Above Contractual Limit Compensatory Mechanism

The Secondary Teachers' Collective Agreement (STCA) 5.1A.1(d) outlines that schools must have a process providing for circumstances where, for genuine reason at short notice, it is not possible to provide the non-contact time entitlements described. Refer to the College's Timetable Policy and STCA for loads for teachers in various positions across the school.

Compensatory Mechanism

- 1. Wherever possible, the relief coordinator will use external relievers and teachers who have a timetable allocation that is less than their contractual loading to cover relief where required.*
- 2. From time to time, this will not be possible, meaning that a teacher who has a timetable allocation on (or above) their contractual load may be called upon to cover a class.*
- 3. In these exceptional circumstances where a genuine reason exists, teachers will be compensated by way of a period in lieu for each lesson they are asked to cover. The relief coordinator will track these, and they can be compensated back at a time that is agreeable to the College.*
- 4. Teachers who are at (or above their contractual load) have the right to decline a relief period in these exceptional circumstances where a genuine reason exists.*

Class Size Average Compensatory Mechanisms

The Secondary Teachers' Collective Agreement (STCA) 5.9.2 states that employers will use reasonable endeavour to achieve an average class size of no more than 26 students for each teacher with more than one class. Where this cannot occur, compensatory mechanisms shall apply. The following guidelines document custom and practice at Aquinas College, where a teacher's class size average exceeds 26 students, despite the College's best efforts through the timetabling process.

For teachers that have more than one class:

- Where the teacher's class size average is between 26.0-28.49, they will receive one day off in lieu as the compensatory mechanism.*
- OR, if applicable, at the teacher's discretion, one period currently earmarked as a relief period will be acknowledged as a contact period.*

- Where the teacher's class size average is 28.5+, they will receive two days off in lieu as the compensatory mechanism.*
- OR, if applicable, at the teacher's discretion, one period currently earmarked as a relief period will be acknowledged as a contact period, plus one day off in lieu.*
- OR, if applicable, at the teacher's discretion, two periods that are currently earmarked as relief periods will be acknowledged as contact periods.*

Timetable Over-Allocation Compensatory Mechanisms

The Secondary Teachers' Collective Agreement (STCA) 5.1A.1(d) outlines that schools must have a process providing for circumstances where, for genuine reason during timetabling, it is not possible to provide the non-contact time entitlements described. Refer to the College's Timetable Policy and STCA for loads for teachers in various positions across the school.

The following guidelines document custom and practice at Aquinas College, where, for genuine reasons, a teacher is requested to forgo their non-contact time entitlements during timetabling.

Base Calculations

- Where a full-time teacher without a Management Unit is one period above their contractual allocation (3000mins-600mins = 2400 minutes), they are 50 minutes above the contractual load per cycle (49 periods x 50mins = 2450mins) - 25 minutes per week.
- Where a full-time teacher with one Management Unit is one period above their contractual allocation (2400mins - 120mins release time = 2280 minutes), they are they are 20 minutes above the contractual load per cycle (46 periods x 50mins = 2300mins) - 10 minutes per week.
- Where a full-time teacher with two Management Units is one period above their contractual allocation (2400mins - 240mins release time = 2160mins), they are 40 minutes above the contractual load per cycle (44 periods x 50mins = 2200mins) - 20 minutes per week.
- Where a full-time teacher with three Management Units is one period above their contractual allocation (2400mins - 360mins release time = 2040mins), they are 10 minutes above the contractual load per cycle (41 periods x 50mins = 2050mins) - 5 minutes per week.

- In the unlikely scenario where a teacher may have more than one period above their contractual load, each scenario increases 25 minutes per week per period.

Compensatory Mechanisms - can be extrapolated if required.

1. **For a teacher with 25 mins of allocation per week:**
 1. With at least one NCEA class, the period of over-allocation is for a period of 32 weeks. This equates to 800 minutes, and the College offers three days in lieu as a compensatory mechanism (300 mins per day).
 2. Without an NCEA class, the period of over-allocation is for a period of 39 weeks. This equates to 975 minutes, and the College offers four days in lieu as a compensatory mechanism (300 mins per day).
2. **For a teacher with 20 mins of allocation per week:**
 1. With at least one NCEA class, the period of over-allocation is for a period of 32 weeks. This equates to 640 minutes, and the College offers three days in lieu as a compensatory mechanism (300 mins per day).
 2. Without an NCEA class, the period of over-allocation is for a period of 39 weeks. This equates to 780 minutes, and the College offers three days in lieu as a compensatory mechanism (300 mins per day).
3. **For a teacher with 10 mins of allocation per week:**

1. *With at least one NCEA class, the period of over-allocation is for a period of 32 weeks. This equates to 320 minutes, and the College offers two days in lieu as a compensatory mechanism (300 mins per day).*
2. *Without an NCEA class, the period of over-allocation is for a period of 39 weeks. This equates to 390 minutes, and the College offers two days in lieu as a compensatory mechanism (300 mins per day).*
4. ***For a teacher with 5 mins of allocation per week:***
 1. *With at least one NCEA class, the period of over-allocation is for a period of 32 weeks. This equates to 160 minutes, and the College offers one day in lieu as a compensatory mechanism (300 mins per day).*
 2. *Without an NCEA class, the period of over-allocation is for a period of 39 weeks. This equates to 195 minutes, and the College offers one day in lieu as a compensatory mechanism (300 mins per day).*
5. *In the case of Deans, the formula does not apply as these periods over allocation are provided in excess of the STCA. In good faith, however, as a Good Employer, the College will offer Days in lieu in accordance with this protocol.*

Alternatives to Compensatory Mechanisms when mutual agreement cannot be reached.

1. *Where agreement on compensatory mechanisms in line with this protocol cannot be made to redress the situation in a mutually acceptable solution between the teacher and the Principal, the Principal must explore an unfavourable scenario of splitting classes to meet contractual loads in accordance with the STCA (5.2.3.a).*