Wairoa College

Next review: Term 2 2024

Timetable

A timetable policy is a requirement under the Secondary Teachers' Collective Agreement (STCA). Timetabling is a complex process of balancing curriculum opportunities for students with the teaching and other resources available.

The aim is to offer our students a broad and balanced range of subjects at all appropriate levels, and to offer staff appropriate entitlements and recognition.

The principal has overall responsibility for the timetable and delegates duties, as appropriate, to the timetabler/timetable committee. All staff are consulted over the timetable and provided with the draft timetable before it is finalised.

Our timetable policy allows the school to:

- meet the requirements of the Secondary Teachers' Collective Agreement (STCA)
- meet the pastoral and curriculum needs of students
- assist teachers to manage the demands of preparing their classes and assessing students
- free teachers to participate in the extra-curricular activities of the school
- recognise the pastoral, curricular, and administration responsibilities of teachers.

To achieve the goals of our policy, we:

- implement appropriate maximum timetabled classroom teaching times and allow for **non-contact time** for teachers (and a process for managing changes in various circumstances)
- organise **relief cover** as necessary
- produce information for student subject choices in term 3
- review timetabling in term 3 for the next year
- set maximum class sizes and cap student numbers as necessary
- have a head of faculties investigate the viability of new subjects, taking into account:
  - resources available
  - the effect on the school's staffing entitlement
  - student interest and demand
  - relevance to the curriculum and school charter, and to the school's aims, objectives, directions, and targets.

Resources

- **Secondary Teachers' Collective Agreement – Part Five: Hours of Work** ☐
- PPTA: **It's about time 2013 Toolkit** ☐

Release history: Term 1 2021

IN THIS SECTION

Non-Contact Time

Last review	Term 4 2020
Topic type	Core