



KAIPARA COLLEGE TIMETABLING POLICY

RATIONALE

- 1.1 The school will develop a timetable that uses the school's available resources to deliver the services required under National Administrative guidelines as effectively as possible.
- 1.2 All planning and changes made related to timetabling, will be developed in consultation with the staff of the college.
- 1.3 The timetable will provide a balanced curriculum from which students can make course choices that best suit their needs.
- 1.4 The timetable will as far as possible and practical, reflect an equitable allocation of time to classroom teaching, administrative and pastoral duties.
- 1.5 The timetable will ensure that the contractual obligations of the secondary teachers' employment contract are met.

GUIDELINES

- 2.1 The school will produce a timetable each year that meets the non-contact requirements of the employment contract.
- 2.2 The 25-hour basis for calculating contact & non-contact time excludes form time and duty outside the classroom.
- 2.3 The school will use its best endeavours to provide additional non-contact time for staff holding management units and will do so on an equitable basis.
- 2.4 The school will make every endeavour not to timetable staff beyond the maximum contact time. If the school considers it necessary to do so, it will consult the staff concerned fully, make every endeavour to make the arrangement short term and will endeavour to provide some compensation for the extra time.
- 2.5 The school reserves the right to call on staff in non-contact periods for emergency coverage of classes on a period by period basis.
- 2.6 As a guideline, the school will endeavour to have the following class size maximin:

Year 9	30
Year 10	30
Year 11	30
Year 12	25
Year 13	20

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- 2.7 This policy acknowledges the need to have flexibility in class sizes and recognises the trade-offs that exist between class size, contact time and curriculum structure.
- 2.8 Wherever class sizes exceed these guidelines, faculty heads and teachers will be consulted.
- 2.9 Multi-level classes may be constructed where the need is indicated and in consultation with head of faculty and teacher concerned.
- 2.10 The annual plan will specify the timetable times of the day and the period structure for the week. Where changes to these are proposed, staff will be consulted.
- 2.11 The staff may reach agreement to use non-contact time for purposes agreed to by the staff. Any such agreement will be reviewed each year by the staff.

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