



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	TIMETABLE
Reference Number	A111
Section	Administration
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Associated Policies	
Associated Procedures	

RATIONALE

A school timetable is developed annually to reflect how the school offers the curriculum, the learning needs and academic pathways of students and available staffing resources. The Secondary Teachers' Collective Agreement (STCA 2012) sets out particular requirements for non-contact hours and average class sizes that are to be incorporated into the timetabling process.

PURPOSES

1. To ensure the needs of students is the first and key priority in the timetable development.
2. To ensure fairness and transparency in the timetabling process.
3. To comply with the conditions of the STCA (2012).

GUIDELINES

1. The Headmaster determines the allocation of staffing for the school annually using the Guaranteed Minimum Staffing Formula (GMFS) and any Board of Trustee staffing contribution as a basis.
2. The Headmaster determines the number of classes that will operate at each level and in each subject using student enrolment data and subject choice information gathered from students.
3. Heads of Department (HOD's), in consultation with their staff, other HOD's and the Headmaster, allocate classes to staff.
4. A timetable team constructs a timetable in readiness for the start of the new academic year that meets the needs of the school and its students and is based on the allocations made by HOD's and the Headmaster.



5. The timetable team consults with HOD's and the Headmaster should changes have to be made with allocations originally given.
6. The non-contact requirements as described in the STCA (2012) for full-time teachers, part-time teachers and those with permanent Management Units (MU's) will be adhered to. If this is not possible, then the Headmaster will negotiate individually with affected staff members.
7. Duty, assemblies and group time do not count as either contact or non-contact time for the purposes of the STCA provision.
8. The Headmaster will provide extra non-contact time for HOD's responsible for beginning teachers as described in the STCA (2012) and will endeavour to provide one additional hour per MU for each permanent MU above the third MU (for those with more than three MU's).
9. In special circumstances where a genuine reason exists, teachers may be asked to temporarily forego their minimum entitlement to non-contact. These would be in times of emergency 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-contract" reasons are not included.
10. Where there is a genuine reason to ask a teacher to work in excess of the maximum timetabled contractual hours, and the teacher agrees, then a compensatory mechanism will be agreed upon between the teacher and the Headmaster.
11. In allocating classes to teachers, the Headmaster will use reasonable endeavours to achieve, for each teacher who has two or more classes, an average class size of 26 students. For a course with a class size fewer than 10, the Headmaster may consult with the appropriate HOD with regard to the continuation of that course.
12. To allow for a settling down period, to cater for new student enrolments and student option changes, the average class size for teachers will be based on 1st March numbers.
13. Where a teacher has an average class size that exceeds the 26 student threshold, then an agreed (between the teacher and Headmaster) compensatory mechanism will be provided that may include provision of extra non-contact time or reduction of other duties.
14. The Headmaster will consult with the Deputy Headmaster and Assistant Principals on an annual basis as to the allocation of senior management allowances.