
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1000**

POLICY NO: **1017**

ISSUE DATE: 26/10/07

TITLE: **STUDENT ROUTINES**

ISSUE NO: 1

PAGE: 1 OF 3

School Timetable Policy

RATIONALE:

Management of learning through a school timetable is an integral part of the organisation of a school.

The school timetable seeks to manage staff workloads, student curriculum needs and rooming resources in an equitable, efficient and planned way.

PURPOSES:

The policy aims to establish a set of parameters that are used to guide each years' teacher and student timetables in such a way that optimises the staffing and rooming resources. This will be done in such a way that the best curriculum learning needs of the student will be met within the Whanau structure of the school.

1. General Policy

- 1.1 This Policy shall be read in conjunction with the COLLECTIVE AGREEMENT PROVISIONS as contained within the current New Zealand Post Primary Teachers Association Collective Agreement – Parts 1 and 2.
- 1.2 The meeting of the obligations to provide non-contact time shall be for the period of the timetable cycle, but may be offset by any long-term allocation over the period of the year.

2. Allocation of Non-Contact

- 2.1 All endeavours will be made to give all full time teaching staff the same number of basic non-contact time.
- 2.2 Permanent part-time teachers are not eligible for non-contact time, except for any negotiated special responsibilities.
- 2.3 Additional non-contact time will be provided from formula staffing for the following:
 - Holders of positions of responsibility (MUs)
 - Deans (House Leaders)
 - Management positions
 - Senior management positions

Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1000**

POLICY NO: **1017**

ISSUE DATE: 26/10/07

TITLE: **STUDENT ROUTINES**

ISSUE NO: 1

PAGE: 2 OF 3

- 2.4 Senior management holders (heads of faculties and house leaders) shall receive additional (to the basic) non-contact periods according to the following schedule:
- House leaders (7 periods)
 - Senior faculty heads (5 periods)
- 2.5 Time allowances will not generally be provided with fixed term units.
- 2.6 The allocation of, monitoring, and recording of non-contact use shall be the responsibility of the deputy principal responsible for staffing. They will inform all involved as to the contact allocation for each teaching staff member.
- 2.7 This allocation of non-contact periods shall be published annually. Such publication shall be in the form of staffing allocation to teachers within departments.

3 General Timetable Policies

- 3.1 Currently, Macleans College operates a ten-day cycle of 50 sixty minute periods per cycle.
- 3.2 Form time, assemblies, school meetings, and other pastoral and administrative time requirements occur outside times when classes would normally run.
- 3.3 Any teacher appointed to a long-term relief position (5 or more days) shall be entitled to the basic non-contact allocation.
- 3.4 A staff member has been appointed for the administration of the “teacher day relief”. They shall keep a register of allotted periods in emergency situations.
- 3.5 The teacher in charge of day relief shall endeavour to find a relief teacher to cover teacher absence.
- 3.6 The teacher in charge of day relief shall allocate, where possible, cover to those teachers who are under allocation, in the first instance.

4 Class Sizes

- 4.1 As far as possible, students will be shared amongst staff equitably so that to the greatest degree possible individual staff workloads are fair and manageable.
- 4.2 As far as is possible classes should not exceed:
- Year 9 and 10 34
 - Year 11 33
 - Year 12 31
 - Year 13 28
- 4.3 Classes of less than 10 students will not run except as outlined in 4.4 below.

Macleans College - POLICIES & DIRECTIVES

| | | |
|--------------------------------|------------------------|----------------------|
| SECTION NO: 1000 | POLICY NO: 1017 | ISSUE DATE: 26/10/07 |
| TITLE: STUDENT ROUTINES | | ISSUE NO: 1 |
| | | PAGE: 3 OF 3 |

4.4 Variations for dealing with small classes below 10 could include

- Not running the class
- Use of the Correspondence School
- Combining of classes
- Reducing the time allocation

4.3 Notwithstanding the provisions of 4.4 above some subjects may be deemed to be “protected subjects” and will continue with numbers less than ten (10). These subjects would include:

- Those that are deemed as a necessary part of the culture of the school (eg. Music)
- Those where the decline in numbers is seen as temporary

4.6 The reduction in the size of a class shall be the responsibility of the head of faculty of that faculty who shall have a process for determining who shall be removed from that class.

5 Allocation of Classes

5.1 The allocation of classes shall be the responsibility of the head of faculty.

5.2 The school and the head of faculty shall endeavour to give all staff a balance of classes within their subject area.

5.3 There shall be the opportunity for consultation between the school, the head of faculty and the individual staff member as to their allocation of classes. The preference of the individual staff shall be seriously considered, but not binding.

6 Review Process

6.1 The timetable policy shall be reviewed by the principal and teaching staff every three years.