



Board Policy: School Timetable

17A

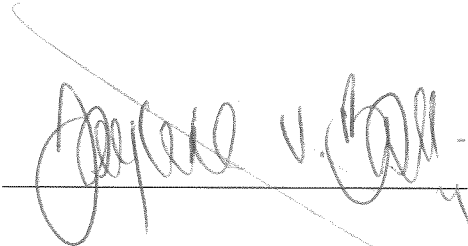
Policy Statement

1. The James Cook High School Board has a commitment to comply with the conditions set out in the Secondary Teachers Collective Agreement. The process will be fair and transparent, with the needs of the students being paramount.

Guidelines

2. The Tumuaki will:
 - a) Determine the allocation of staffing for the school annually using the GMFS formula, advising the Board of this and seeking approval for total teacher staffing use.
 - b) Determine the number of classes that will operate at each level and in each subject
 - c) Ensure STCA provisions are adhered to, which includes non-contact requirements and additional time required for those with MU's and those responsible for beginning teachers
 - d) Use reasonable endeavor to achieve, for each teacher who has two or more classes, an average class size of 26 students.
 - e) Negotiate a compensatory arrangement, with staff member, if their average class size exceeds 26, that may include provision of extra non-contact time or reduction of other duties.
3. Heads of Faculties will:
 - a) Work with Middle Leaders, in consultation with their staff and Tumuaki, to allocate classes to staff
4. The timetable team will:
 - a) Construct a timetable in readiness for the start of the new year that meets the needs of the school and is based on the allocations made by HOF's and the Tumuaki
 - b) Consult with HOF's and the Tumuaki should changes have to be made
5. In special circumstances and where a genuine reason exists, teachers may be asked to temporarily forego their minimum entitlement to non-contacts. These would be in times of emergency when no day reliever can be found and teachers holding more than the minimum non-contacts are available. Situations where teachers volunteer to cover for their colleagues whilst on leave for "non-contract" reasons are not included.
6. Where teachers are requested to work hours in excess of those described in the contract, every attempt will be made to redress the situation at another point in the school year.
7. To allow for a settling down period, to cater for new student enrolments and student option changes, the average class size for teachers will initially be based on 1 March numbers.

Chairperson



Date: September 2020

| Policy History | |
|----------------|----------------------|
| Date | Action |
| May 2019 | Adopted by Board |
| Sept 2020 | Amended |
| May 2021 | Reformatted |
| May 2023 | Reviewed and Revised |
| | |
| | |
| | |