




Timetabling Policy

**Policy Statement**

A timetable will be created which supports the school's vision, ensuring the needs of students are the first and key priority. This will be through consultation with students and staff, in a process which will be fair and transparent. The timetable and procedure will be in compliance with the conditions of the Secondary Teachers Collective Agreement (STCA).

**Guidelines**

1. The Principal determines the allocation of staffing for the school on an annual basis in accordance with the Guaranteed Minimum Full-time Staffing (GMFS) and any additional staffing resource as agreed by the Board. The Principal also determines the number of classes that will operate in each subject at each level.
2. The Principal, in accordance with the timetabling procedure, will allocate classes to staff.
3. The timetable team constructs a timetable in readiness for the start of the new school year, and as needs arise throughout the year, that best meets the needs of the school and is based on the allocations made by HODs and the Principal.
4. Class size provisions will be made in accordance with the STCA. The Board believes that small class sizes support quality learning. The Principal is required to balance this with curriculum demands and available staffing.
5. Non-contact time shall be provided for teachers, including part time, at or above the requirements of the STCA. The school will endeavour to provide additional non-contact time for management unit holders where the Principal decides this has net benefit to meeting the vision of the school, e.g. for Deans.
6. In special circumstances and where a genuine reason exists, teachers may be asked to temporarily forgo their minimum entitlement to non-contact time and average class size. Such circumstances are listed in the Procedures attached to this Policy.
7. There shall be a mechanism for compensation for teachers in the event of the school's inability to meet the non-contact time or class size provisions of the STCA. This will be contained in the Procedures attached to this Policy.
8. The Procedures will be reviewed and updated biannually by the Principal and whenever a new STCA is signed, or by request from the PPTA Branch to the Principal.

Signed: Board Chair 	Date 6/12/2017
Review date 2018	Notes