



It's About Time

2023 - 2025

TOOLKIT

**Branch audits on timetabling
(Appendix 1)**

Appendix 1: Branch audits on timetabling

Schools covered by the Secondary Teachers Collective Agreement (STCA)

Does your school have a timetabling policy?

- a.** Where is it located?
- b.** When was it last reviewed / updated?
- c.** Was it developed in consultation with teaching staff?
- d.** Does the policy incorporate the non-contact provisions?
- e.** Does the policy refer to class size matters including average class size?
- f.** Does the policy refer to other matters, including hours of duty outside of timetabled hours, which impact on timetabling practices?
- g.** Does the policy have a process providing for circumstances, ie a compensatory mechanism, for when the school cannot meet the non-contact or average class size provisions?
- h.** Do members know what compensatory mechanisms are available to them?
- i.** Does the policy have a process for reviewing the timetable policy on a regular basis or when changes are proposed?

Non-contact

- j.** Is any full time teacher scheduled for more than 20 hours contact per week?
- k.** Is academic mentoring/student learning support counted as contact time?
- l.** Is this contact reduced by 1 hour per unit for those with up to 3 permanent units?
- m.** Does the school endeavour to provide additional non-contact for more than 3 permanent units?
- n.** Does the policy provide a process, ie a compensatory mechanism, to deal with circumstances where during timetabling, or at short notice, it is not possible to provide the non-contact entitlements to individuals?
- o.** Do members know they can refuse to forgo their entitlement to non-contact time unless there is an agreed compensatory mechanism.

Specific time allowances (provided to the school through additional staffing)

- p.** Do full time year one beginning teachers (PRT1s) have no more than 15 hours of contact per week?
- q.** Do full time year two beginning teachers (PRT2s) have no more than 17.5 hours of contact per week?
- r.** Do HODs with PRTs receive equivalent of one hour/week to support each PRT?
- s.** Do the SCT and Te Atakura receive their time allowances?

Part-time teachers

- t.** For 2024 - Do part time teachers (18 hrs+/wk) get their minimum non-contact time?
- u.** For 2024 - Does the school endeavour to provide equitable non-contact time to part-time teachers of 12 +hrs/week?

- v. From 2025** – Are part time teachers prorated for timetabled contact and non-contact time?

Class size

- v.** Has the school used reasonable endeavor to achieve class size averages no greater than 26 students for individual teachers?
- w.** Does the policy provide a process, ie a compensatory mechanism, when an employer having used reasonable endeavor is not able to provide a class size average no greater than 26 for an individual teacher?

Schools covered by the Area School Teachers Collective Agreement (ASTCA)

Does your school have a timetabling policy?

- a.** Where is it located?
- b.** When was it last reviewed / updated?
- c.** Was it developed in consultation with teaching staff?
- d.** Does the policy incorporate the non-contact provisions?
- e.** Does the policy refer to class size matters?
- f.** Does the policy refer to other matters, including hours of duty outside of timetabled hours, which impact on timetabling practices?
- g.** Does the policy have a process providing for circumstances, i.e. a compensatory mechanism, for when the school cannot meet the non-contact or average class size provisions?
- h.** Do members know what compensatory mechanisms are available to them?
- i.** Does the policy have a process for reviewing the timetable policy on a regular basis or when changes are proposed?

Teachers teaching predominantly in year 7-13

Non-contact

- j.** Is any full time teacher scheduled for more than 20 hours contact per week?
- k.** Is academic mentoring/student learning support counted as contact time?
- l.** Is this contact reduced by 1 hour per unit for those with up to 3 permanent units?
- m.** Does the school endeavour to provide additional non-contact for more than 3 permanent units?
- n.** Does the policy provide a process, ie a compensatory mechanism, to deal with circumstances where during timetabling, or at short notice, it is not possible to provide the non-contact entitlements to individuals?
- o.** Do members know they can refuse to forgo their entitlement to non-contact time unless there is an agreed compensatory mechanism?

Specific time allowances (provided to the school through additional staffing)

- p.** Do full time year one beginning teachers (PRT1s) have no more than 15 hours of contact per week?
- q.** Do full time year two beginning teachers (PRT2s) have no more than 17.5 hours of contact per week?
- r.** Do HODs with PRTs receive equivalent of one hour/week to support each PRT?
- s.** Do the ST and Te Atakura receive their time allowances?

Part-time teachers

- t.** For 2024 - Do part time teachers (18 hrs+/wk) get their minimum non-contact time?
- u.** For 2024 - Does the school endeavour to provide equitable non-contact time to part-time teachers of 12 +hrs/week?
- v.** **From 2025** – Are part time teachers prorated for timetabled contact and non-contact time?

Teachers not teaching predominantly in year 7-13

Non-contact

- u.** Is any full time teacher scheduled for more than an average of 24 hours contact per week over the term?
- v.** Is academic mentoring/student learning support counted as contact time?
- w.** Does the school endeavour to reduce contact for those with units or their equivalents?
- x.** **From 2025** – do holders of permanent units have their average contact hours reduced by 1 per week in addition to their unit time?
- y.** Does the policy provide a process, i.e. a compensatory mechanism, to deal with circumstances where during timetabling, or at short notice, it is not possible to provide the non-contact entitlements to individuals?
- z.** Do members know they can refuse to forgo their entitlement to the average non-contact time unless there is an agreed compensatory mechanism?

Specific time allowances (provided to the school through additional staffing)

- aa.** Do full time year one beginning teachers (PRT1s) have no more than 19 hours per week on average over the term?
- bb.** Do full time year two beginning teachers (PRT2s) have no more than an average of 21.5 hours of contact per week over the term?
- cc.** Do HODs with PRTs receive equivalent of one hour/week to support each PRT?
- dd.** Do the ST and Te Atakura receive their correct time allowances?

Part-time teachers

- ee.** Do eligible part time teachers (20hrs+/wk) get their minimum non-contact time?

