



It's

About

Time

**2023 - 2025**

**TOOLKIT**

**A policy development or review  
process (Section 7)**

## Section 7: A policy development or review process

The following steps should assist in situations where a school either has no timetabling policy – or it is undergoing a review.

### **For PPTA members:**

Branch officers should be familiar with this toolkit. Information should be made available to all branch members. Draft policies are available from NZPPTA as a starting point for any branch requesting them.

A branch meeting of the teaching staff should be held this term or early next term to discuss a timetabling audit and the branch should choose representatives to work on its behalf with the timetabling committee and/or principal on development of the policy and processes. These representatives would need to refer back to the teachers regularly.

In area schools a process for coordinating with the NZEI branch will be a consideration.

### **For the Board:**

Ensure authority is delegated to the principal to represent the board in the process.

### **For the Principal:**

Arrange early meetings with teaching staff representatives to review existing timetable policy and determine what changes are needed to align the policy with entitlements.

### **For the principal and teaching staff representatives' meetings:**

- ❖ Present and discuss proposed mechanisms for situations where for genuine reasons a teacher may be asked to forego a non-contact period or exceed the average class size limit. This may include an agreement on what constitutes 'genuine reason'.
- ❖ Determine the nature of the process of consultation on other elements of the policy, the timeline for its development, and a process for resolving disputes or impasses.
- ❖ Develop remaining items of the policy document over the rest of the year by reviewing all aspects of the timetable until all parties have reached a consensus on each item.
- ❖ Complete the policy in time for any structural changes to the timetable to be implemented in the next school year, or at the earliest point in the current school year if the school has a modular system that is amenable to alteration during the year.

PPTA can assist with resolving any issues which arise through the policy development stage.