



It's About Time

2023 - 2025

TOOLKIT

**A sample timetable policy (Area
School) (Appendix 9)**

**BELOW IS A SAMPLE POLICY WHICH BRANCHES AND MANAGEMENT COULD USE AS A
FRAMEWORK FOR DEVELOPING OR ADAPTING THEIR SCHOOL POLICY.**

Rationale:

The need to establish equity and fairness for all staff and students in relation to the timetable at school. Teaching loads must be compliant with current the Area School Teachers' Collective Agreement (ASTCA).

PART 1: Collective Agreement Provisions

1. The school will implement a policy on timetabling which is developed and reviewed in consultation with its teaching staff.
2. Contact and non-contact time is based on an individual teacher timetabled hours comprising a total of 25 hours or a combination of periods of time equivalent to 25 hours per week.
3. The school will deliver to each teacher, their non-contact time within each school week as specified by the ASTCA contract.
4. Total weekly non-contact time may be a combination of periods less than one hour.
5. Trained, full-time beginning teachers in their first year are allocated five hours per week for advice and guidance purposes as well as their minimum non-contact entitlement. Five hours per week will be timetabled for advice and guidance in addition to the timetabled non-contact time.
6. Trained, full-time beginning teachers in their second year will have two and a half hours per week timetabled for advice and guidance as well as their minimum non-contact entitlement.
7. Trained part-time beginning teachers in their first year who are employed for 0.5 FTTE or more shall have included in their timetabled hours 2.5 hours per week for advice and guidance in addition to other time allowances they have as Part-time teachers.
8. No Part-time teacher will be timetabled more than 19.25 contact hours in any school week.
9. The placement of each Part-time teacher's timetabled non-contact hours within the timetable will be discussed with the individual teacher and recognise the distribution of the individuals timetabled class contact hours.

PART 2: Allocation of Non-Contact

10. Teachers with 80% or more of their teaching time in year 7-13 classes

- Full-time teachers have a maximum timetabled contact of no more than 20 hours per week.
- From start of the 2025 school year all part-time teachers will be timetabled for classroom teaching time that is proportionate a full-time teacher, based on their FTTE. The balance of their timetabled week is non-contact time.
- teachers who hold permanent units shall have their contact time reduced by
 - (i) one hour per week for holders of one permanent unit;
 - (ii) two hours per week for holders of two permanent units; and
 - (iii) three hours per week for holders of three or more permanent
- Senior management positions will continue to be provided with less timetabled classroom teaching time in accordance with school policies.

11. Teachers with 80% or more of their time with year 1 - 6 classes

- Full-time teachers will have average maximum weekly contact time of 23.5 hours per week, reducing to 23.0 hours per week from term 3 2024, and to 22.5 hours per week from the start of term 1 2025.
- Teachers employed Part-time for 0.80 FTTE per week or more will have an average maximum timetabled classroom teaching time equivalent to 94% of their timetabled hours, reducing to 92% of their hours at the start of term 3 2024, and to 90% of their timetabled hours at the start of term 1 2025.
- teachers who hold permanent units shall have their contact time reduced by
 - (i) one hour per week for holders of one permanent unit;
 - (ii) two hours per week for holders of two permanent units; and
 - (iii) three hours per week for holders of three or more permanent
- A teacher who holds one or more permanent units will have their average maximum timetabled teaching time decreased by an additional one hour per week from term 1 2025 in addition to the reductions shown above.

12. Teachers are to be available in the school during their timetabled non-contact time as set out in school policy.

13. Workload equity

- ❖ The school will endeavour to provide additional non-contact time for non-unit holders (e.g. Teachers in Charge) where they are required to carry out specific management and/or additional responsibilities (including guidance and pastoral duties).
- ❖ Where Part-time teachers are not eligible for non-contact time, consideration should be given if they undertake special responsibilities.

- ❖ Time allowances in the historical staffing formulae for management, guidance and administrative positions will be used as guidelines.
- ❖ Staff who take on special responsibilities will be considered for extra non-contact time.
- ❖ Teachers teaching on-line are to be allocated three hours of noncontact per one hour lesson online.
- ❖ Teachers preparing for more than 5 individual subject classes per week shall be considered for additional non-contact time.

PART 3: “Genuine Reason”

14. Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact when:

- ❖ all reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found.
- ❖ the request is made on an individual basis, and a blanket request for agreement to reduction in non-contact entitlements shall indicate a need to review timetable structures and operation.
- ❖ there is a sudden emergency that requires supervision of a class for its ongoing safety. All efforts will be made to find a day reliever.
- ❖ no day reliever can be found after timely and appropriate efforts have been made.
- ❖ appropriate use of day relievers must maximize use of relief funding.
- ❖ on a longer term basis, and after all reasonable endeavours have been exhausted, the timetable can only be made to operate if a teacher teaches for a term, semester, module or a year, at a higher level of contact than their minimum non-contact indicates.
- ❖ teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts.

15. Where there is an ongoing timetable or other constraint on the allocation of non-contact hours for any individual teacher the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the allocation of their non-contact entitlement. If it is subsequently agreed that there is genuine reason why it is not possible to provide the non-contact entitlement within the timetable then the principal and the teacher will mutually agree to compensate the teacher with:

- (i) an equivalent increase in the allocation of time for noncontact teaching duties at another point in that school year; or
- (ii) an equivalent increase in the allocation of time for noncontact teaching duties in the following school year; or
- (iii) an equivalent reduction in non-teaching or supervisory duties outside the school’s timetabled teaching periods; or
- (iv) compensatory relief cover for the teacher later in that school year; or
- (v) some combination of the above;

16. Where there is a genuine and demonstrated temporary constraint on the allocation of non-contact hours to which an individual teacher within any week then the principal and the teacher will, on each occasion, mutually agree to compensate the teacher with:
- (i) an equivalent temporary allocation of non-contact time at another point in that school year; or
 - (ii) an equivalent temporary reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
 - (iii) relief cover for the teacher later in that school year; or
 - (iv) some combination of the above; or, if none of the above are possible,
 - (v) Payment of a fixed term unit or a board responsibility funded payment for a period sufficient to generate a total payment equivalent to 1/950 of their normal salary rate for each hour of minimum non-contact entitlement time reduced.

PART 4: General Timetable Policy Components

17. Timetable structure.

The school operates a five-day cycle of 20 fifty-minute periods and 10 forty five minute periods per cycle.

- ❖ Assemblies, school meetings and other pastoral and administrative time requirements occur outside times when classes would normally run.
- ❖ Form times and assembly are not counted as teaching time under the contract of employment unless they occur at a time that would otherwise be a teaching period or include a learning component.
- ❖ If Tutor time or assembly time extend into periods when classes normally run the time is considered part of the timetabled school day and shall be counted as contact or non-contact depending upon whether teachers are required to be in attendance or not.
- ❖ Except in relief situations, part-time staff will not be allocated form class responsibilities without a time allowance.

PART 5: Class size

18. Class sizes

- ❖ Students are shared amongst staff equitably so that to the greatest degree possible individual staff workloads are fair and manageable.
- ❖ Classes should be as small as possible.
- ❖ Desirable class sizes are:

Years 0-3	less than 19
Years 4-6	less than 29
Years 7 and 8	less than 30
Years 9 and 10	less than 30
Year 11	less than 30
Year 12	less than 25
Year 13	less than 20

- ❖ Variations for dealing with class sizes include:
 - a. use of the Correspondence School
 - b. reduced time allocation
 - c. combining two classes at different levels
 - d. combining resources with other schools. Coronet, Knowledge net etc
 - e. not running the class
- ❖ Junior practical options may be smaller than junior core subjects because of the physical constraints of equipment, space and safety considerations.
- ❖ Maximum student numbers in specialist rooms will be set in consultation with the HOD/TIC.
- ❖ As a general rule, the number of students allocated to a class shall not exceed the number of workstations available in the specialist room. (Ref safety in schools)
- ❖ Multi-level classes will be set up in negotiation with the affected parties and an additional non-contact allowance will be allocated where possible; in recognition of the extra work load.

PART 6: Other duties

19. Duties outside the timetabled school hours

- ❖ All fulltime staff will be allocated supervisory ground duties ensuring equity of workloads are taken into account.
- ❖ Part-time staff may be asked to undertake non-timetabled duties in proportion to their FTTE.
- ❖ staff will be asked for their preferences for days and times, listing other responsibilities they may have that could influence workload considerations.

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