

The background of the entire page is a grayscale, close-up photograph of the intricate gears and mechanical components of a watch movement. The gears are of various sizes and are interlocked, creating a complex, circular pattern. The lighting is soft, highlighting the metallic textures and the precision of the engineering.

PPTA

**It's
about
time**

2013

TOOLKIT

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

Appendix 9: A sample timetable policy (Area School)

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 (These are minimum requirements)

1. The school shall implement a policy on timetabling which is developed and reviewed in consultation with its teaching staff.
2. 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 full-time teacher, their non-contact time within each school week as specified by the ASTCA contract. (5 hours for 7-13 & 1 hour for 0-6)
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. They are a charge of 0.8 against the staffing allowance. Five hours per week must be timetabled for the purposes of advice and guidance in addition to the timetabled non-contact time.
6. Trained, full time beginning teachers in their second year must have two and a half hours per week timetabled for advice and guidance purposes as well as their minimum non-contact entitlement. They are a charge of 0.9 against the staffing allowance.
7. Trained part time beginning teachers in their first year who are employed for 0.5 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 may be entitled to as part time teachers.

8. No part time teacher will be timetabled for more than 19.25 contact hours within each school week.

9. The placement of each part time teacher's timetabled non-contact hours within the timetable shall be in discussion with the individual teacher and recognise the distribution of the individuals timetabled class contact hours. The teacher is required to be available in the school during their timetabled non-contact time.

10. The employer shall provide as a minimum the following non-contact time entitlement to each teacher allocated permanent unit/s in addition to the basic non-contact entitlements outlined in 2 & 3 above.

- (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 units.

11. The school will endeavour to provide additional non-contact time for unit holders or their equivalent (i.e. Teachers in Charge) where they are required to carry out specific management and/or additional responsibilities (including guidance and pastoral duties).

PART 2: "Genuine Reason"

12. 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.

13. Where by virtue of demonstrated timetable or other constraints the allocation identified of non-contact hours for any individual teacher cannot be implemented 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 may mutually agree to compensate the teacher with:

- (i) an equivalent increase in the allocation of time for non-contact teaching duties at another point in that school year; or
- (ii) an equivalent increase in the allocation of time for non-contact 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;

14. Where by virtue of genuine and demonstrated temporary constraints the allocation of non-contact hours to which an individual teacher is entitled cannot be met within any week then the principal and the teacher may, 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.

(vi) The agreement shall be formally recognised in writing, with both parties receiving a signed copy for filing.

PART 3: Allocation of Non-Contact

Because the ASTCA has different provision for different teachers. The following are to be considered:

15. Workload equity

- ❖ 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 non-contact per one hour lesson on line
- ❖ Teachers preparing for more than 5 individual subject classes per week shall be considered for additional non-contact time.

PART 4: General Timetable Policy Components

16. 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 provided that they do not occur at a time that would otherwise be a teaching period.
- ❖ 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.

17. 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 below 5 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's.
- ❖ 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.

18. Duties outside the timetabled school hours

- ❖ all full time staff will be allocated supervisory ground duties ensuring equity of workloads are taken into account
- ❖ staff will be asked for their preferences for days and times, listing other responsibilities they may have that could influence workload considerations