

OKAIHAU COLLEGE: Timetable Policy

Rationale:

The timetable will be developed to provide for the learning needs of the students at Okaihau College and to meet the conditions of the current Secondary Teachers' Collective Employment Agreement. This has been formulated in consultation with the PPTA branch and the PPTA Field Officer.

Purposes:

- To provide a best fit timetable to meet the subject choices of all students.
- To provide time allowances for teachers to meet individual entitlements of teachers under the current Collective Employment Agreement with reference to 5.2.1a,b,c.
- To ensure teachers are informed and, when appropriate, consulted about proposed changes to the timetable structure.
- To ensure the Collective Employment Agreement conditions are considered along with the learning needs of the students in determining changes to the structure of the timetable.
- To maintain a timetable team and provide appropriate training for its members when necessary.

Guidelines:

1. Each year a timetable team will be established and, when necessary, training will be provided.
2. Each year students will be surveyed as to which subjects they wish to take. Students' choices will be checked for appropriateness and if necessary staff will discuss choices with students and their parents.
3. Senior management team will establish class numbers and inform Heads of Departments of probable timetable requirements early in Term 4.
4. The timetable team will advise the Principal on the staffing requirements early in Term 3.
5. HODs will consult staff and allocate staff in November.
6. Major changes to timetable will involve consultation with the full staff as well as (5) above.
7. An individual teacher may from time to time not have the appropriate distribution of periods. This will be done only after consultation with, and the agreement of, the individual teacher involved.
8. Where possible, students in junior classes should not have the same teacher for the same subject two years consecutively.
9. Where possible, teachers have a balance of morning/afternoon lessons in a particular subject/class.
10. Where possible, non-contact hours are spread through the week.

Conclusion:

The Board, through its senior management team, will work with the staff to ensure that the timetable meets the learning needs of the students and the conditions of the collective Employment Agreement.

Review:

The policy will be reviewed triennially.