



## TIMETABLE POLICY

### PART 1

#### BOTANY / MAC CAMPUS (Y9-13)

##### **Rationale**

This is an operational policy designed in consultation between the Principal and Botany and MAC Campus teaching staff (Y9-13) of Elim Christian College. The policy has been written in conjunction with clause 4.2 of the current Area Teachers' Collective Agreement (2013-2015)

##### **Collective Agreement Provisions**

##### **2.10 Beginning Teacher Time Allowance**

2.10.1 Trained beginning teachers in their first year of a provisional appointment who are employed fulltime shall be a 0.8 charge against the school staffing entitlement but shall receive full salary and shall not have more than 20 hours of allocated duties during normal school hours each week. Trained beginning teachers in their first year who are less than full time but who are employed for 0.5 or more of a full-time load shall receive 0.1 FTTE. These time allowances are for advice and guidance purposes.

2.10.2 Trained beginning teachers in their second year who are employed full-time shall be a 0.9 charge against the school staffing entitlement but shall receive full salary. These teachers shall receive 0.1 FTTE time allowance for advice and guidance purposes.

2.10.3 For clarity, the time allowances provided in clause 2.10 shall operate to reduce the maximum timetabled classroom teaching time specified in clause 4.2 of this agreement.

##### **4.2 Maximum Timetabled Classroom Teaching Time**

4.2.1 The non-contact time allocations for full time teachers teaching across Y7-13 and the maximum timetabled classroom teaching time, are an acknowledgement of the importance to quality education of the duties other than classroom teaching (such as those referred to in 4.1.1 (a to c) below)

4.1.1 *As well as the number of classes a teacher may be timetabled to teach, the hours of work of individual teachers are influenced by factors such as:*

- (a) *the preparation, evaluation and assessment time that may be generated by those classes and the students within them or by other requirements such as external examination prescriptions or the need to report on the progress of individual students;*
- (b) *the counselling and pastoral needs of students;*
- (c) *the administrative responsibilities of individual teachers either in respect of their curriculum or pastoral responsibilities or in respect of the general administration of the school; and*
- (d) *the extent to which individual teachers may participate in the extra-curricular programmes of the school.*

The parties are committed to the monitoring of the operation of these provisions

**Note:** For the purposes of clauses 4.2.3 and 4.2.4 of this collective agreement, predominantly shall mean 80% or more of the teacher's weekly timetabled classroom teaching time.

4.2.2 Each employer must have a policy on timetabling, developed in consultation with its teaching staff. This policy shall incorporate:

- (a) the implementation and administration of the maximum timetabled classroom teaching provisions of 4.2.3 to 4.2.5 below;
- (b) reference to other matters including class sizes and hours of duty outside of timetabled hours which impact on timetabling practices;
- (c) a process to provide for circumstances where, for genuine reason during timetabling or at short notice, the maximum timetabled classroom teaching time described in 4.2.3 are exceeded.

4.2.3 Teachers predominantly teaching Y7 – 13 classes

The following provisions apply to teachers who are timetabled to teach 80% or more of their teaching time in Y7 to 13 classes.

- (a) Full-time teachers shall, subject to 4.2.2 above, have a maximum of 20 hours of timetabled classroom teaching time per week. The maximum timetabled teaching time of 20 hours per week may be a combination of differing periods of time but may total no more than 20 hours.
- (b) Subject to 4.2.2, the maximum timetabled classroom teaching time of teachers who hold permanent units shall be reduced by the following
  - (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.

For clarity, the teacher's maximum timetabled classroom teaching time under 4.2.3 (a) shall be further reduced by the amounts outlined in 4.2.3 (b) (i-iii). The employer may continue to provide for less timetabled classroom teaching time for senior management positions in accordance with school policies.

- (c) No part-time teacher predominantly teaching Y7-13 classes shall, subject to 4.2.2, be timetabled to teach more than the maximum timetabled classroom teaching time limits specified in 4.2.3(a) above as appropriate.

- (d) The maximum timetabled classroom teaching time of a part-time teacher appointed to a 0.72 or higher FTTE position shall be established in accordance with the table below:

<b>FTTE</b>	<b>Maximum timetabled classroom teaching time</b>
0.89	19.50
0.83 – 0.88	19.25
0.80 – 0.82	19.00
0.77 – 0.79	18.50
0.74 – 0.76	18.00
0.72 – 0.73	17.75
Less than 0.72	Actual hours

- (e) Nothing in 4.2.3 (c) to (d) shall operate to reduce current agreements around the proportion of a full-time position to which a part-time teacher is appointed. Fixed-term arrangements with respect to all or part of a part-time teacher's hours of work shall continue according to their current basis, including any agreement to revision of these hours.

#### 4.2.4 Teachers not predominantly teaching Y7 – 13 classes

The following provisions apply to teachers who are not timetabled to teach 80% or more of their teaching time teaching Y7 to 13 classes.

- Full time teachers shall, subject to 4.2.2 above, have an average of 24 hours maximum timetabled classroom teaching time per week.
- Teachers employed part time for 0.80 FTTE per week or more and who are not predominantly teaching Y7 to 13 classes shall have an average maximum timetabled classroom teaching time equivalent to 0.96 of the hours for which they are employed.
- The maximum timetabled classroom teaching time referred to in subclauses (a) and (b) above may be averaged out on a per term per teacher basis in accordance with the maximum timetabled classroom teaching policy formulated under clause 4.2.2.
- Where possible, the school shall endeavour to reduce the maximum timetabled classroom teaching time of unit-holders or their equivalents where they are required to carry out specific management and/or additional responsibilities.

4.2.5 The individual time allowances provided under clauses 2.10 and 2.11 of this Agreement shall further reduce the maximum timetabled classroom teaching time per week applicable to individual teachers in accordance with clauses 4.2.3 and 4.2.4.

### **Intent and Purpose**

- The intent of non-contact time entitlement is to address teacher workload while maximising benefits for student learning.
- The use of non-contact time entitlement will be professionally useful for the school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.
- Suggested uses of non-contact time entitlement are:

- preparation, evaluation and assessment generated by the classes taught or the students within them or other requirements such as external examination prescriptions
- the need to report on individual students' progress
- the counselling and pastoral needs of students
- the administrative responsibilities of individual teachers either in respect of curriculum, pastoral responsibilities or general administration of the school.

## Guidelines for Elim Christian College

### Structure – Botany Campus – MAC Campus

1. The regular 5 hour school day at the Elim Christian College Senior Campus for the purposes of calculation of contact/non-contact time shall consist of the following:
  - 4 periods of 50 minutes in length
  - 2 periods of 45 minutes in length
  - 10 minutes non contact (3.10pm - 3.20pm)

Therefore each day is potentially 4hr 50min contact + 10min non-contact

Additionally for tutor class teachers there will be a 20 minute devotional time during form time for two days per week.

2. The average period time per week of 48 minutes 20 seconds shall be used for calculation purposes. Therefore each day shall be 4hrs 50min. The number of hours equates to periods (rounded downwards to the nearest period) according to the following table.

Hours	Periods
1	1
2	2
3	3
4	4
5	6
6	7
7	8
8	9
9	11

Hours	Periods
10	12
11	13
12	14
13	16
14	17
15	18
16	19
17	21
18	22

Hours	Periods
19	23
20	24
21	26
22	27
23	28
24	29
25	30

3. A tutor class period (8.40am-9.10am) shall be deemed to be 10 minutes administration time and 20 minutes devotional time. The devotional time shall be deemed to be contact time for calculation purposes.
4. The following duties are not considered to form part of the curriculum based timetable although they do constitute part of the life of the school and contribute to our special character:
  - Assemblies: 8.35am-9.10am (35min)
  - Staff meetings/departmental meetings/staff devotions
  - Playground duties before school, at interval, at lunchtime or after school.

5. Establishing maximum timetabled classroom teaching time thereby provides teachers with a set number of non-contact periods to enable them to attend to:
  - Preparation, evaluation and assessment that is generated by the classes they teach or the students within them or other requirements such as external examination prescriptions
  - The need to report on individual students' progress
  - The counselling and pastoral needs of students
  - The administrative responsibilities or general administration of the school.
6. Timetabled classroom teaching time per week is based on an individual teacher's timetabled classroom teaching hours which may be made up of differing periods of time but total no more than the guaranteed maximum per week or per term as applicable.

### Teachers teaching predominantly in Y9-13 classes

1. From 2016 each full time teacher, teaching predominantly Y9-13 classes shall have a maximum timetabled classroom teaching time of 20 hours per week as per the Collective Area School Agreement. (This equates to a minimum non-contact time of 5 hours based on a 25 hour week).
2. From 2016 the maximum timetabled classroom teaching hours of each teacher teaching predominantly Y9-13 who is allocated permanent management unit(s) shall be reduced by the following:
  - One hour per week for holders of one management unit
  - Two hours per week for holders of two management units
  - Three hours per week for holders of three or more management units.
3. From 2016, the maximum timetabled classroom teaching time of a part-time teacher teaching predominantly in Y9-13 classes and appointed to a 0.72 or higher FTTE position shall be:

<b><i>FTTE</i></b>	<b><i>Maximum timetabled classroom teaching time</i></b>
<i>0.89</i>	<i>19.50</i>
<i>0.83-0.88</i>	<i>19.25</i>
<i>0.80-0.82</i>	<i>19.00</i>
<i>0.77-0.79</i>	<i>18.50</i>
<i>0.74-0.76</i>	<i>18.00</i>
<i>0.72-0.73</i>	<i>17.75</i>
<i>Less than 0.72</i>	<i>Actual Hours</i>

5. All trained, full time beginning teachers teaching predominantly in Y9-13 in their first year are allocated five hours per week for advice and guidance purposes and are a charge of 0.8 against the staffing allowance.
  - Beginning teachers (year 1) shall have a maximum of 15 hours of contact time per week. This will equate to 18.6 periods (non form teacher) or 17.8 periods (form teacher)
  - Beginning teachers (year 2) shall have a maximum of 17.5 hours of contact time per week. This will equate to 21.7 periods (non form teacher) or 20.8 periods (form teacher)

6. Trained part time beginning teachers in their first year who are employed for 0.5 or more of a full time load shall have included in their hours 2.5 hours per week non-contact time for advice and guidance.
7. Teachers may only be asked to temporarily exceed their entitlement to a maximum timetabled classroom teaching time when:
  - All reasonable options have been investigated and no alternative can be found.
  - The request is made on an individual basis and a blanket request for agreement to exceed maximum timetabled classroom teaching times 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.
  - On a longer term basis, and after all reasonable options 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 timetabled classroom teaching time than their maximum entitlement.
  - Teachers with less than their maximum entitlements have first been asked to forego some of their additional non-contact time.
8. Where by virtue of demonstrated timetable or other constraints the maximum of timetabled classroom teaching time cannot be implemented the teacher will be offered the opportunity to review the timetable and suggest changes that would allow their maximum entitlement to be put in place. If it is subsequently agreed that there is genuine reason why it is not possible to keep to their maximum timetabled classroom teaching time then the principal and the teacher may mutually agree to consider the following compensations:
  - An equivalent decrease in their maximum timetabled classroom teaching time at another point in that school year; or
  - An equivalent decrease in their maximum timetabled classroom teaching time in the following school year; or
  - An equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
  - Relief cover for the teacher later in that school year; or
  - Some combination of the above.
9. Where by virtue of genuine and demonstrated temporary constraints the maximum timetabled classroom teaching time is exceeded within any week then the principal and the teacher may, on each occasion, mutually agree to compensate the teacher with:
  - a. An equivalent temporary reduction to timetabled classroom teaching time at another point in that school year; or
  - b. An equivalent temporary reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
  - c. Relief cover for the teacher later in that school year; or
  - d. Some combination of the above.

## **Senior Management maximum timetabled classroom teaching time**

The employer will seek to provide additional time for senior management positions in accordance with the following:

In addition to their entitlement maximum of timetabled classroom teaching time, including the guaranteed three hours reduction for three or more units, the school will seek to timetable each permanent unit holder of 4 or more units with sufficient additional non-contact time to manage their administration, management or pastoral duties.

## **Working with Staff**

The employer will work with staff should there be changes to allocation times for duties, form times, assemblies, other school related duties, new courses, multi-level classes, cancellation of courses or minimum and maximum class sizes.

**GOLFLANDS CAMPUS (Y0-6) BOTANY (Y7-8) MAC (Y0-8)**

**RATIONALE:**

This is a policy designed in consultation between the Principal and Botany Campus teaching staff. The procedure must be written in conjunction with clause 5.30 of any current Primary Teachers Collective Agreement. [NB. This procedure remains and has not been updated]

**Primary Teachers' Collective Agreement Provisions**

**5.30.1**

*Each employer shall, from the start of term four 2005, provide ten hours classroom release time per term to each permanent full-time teacher or a full-time relieving teacher employed for a term or more.*

**5.30.2**

*Each employer shall also, from the start of term one 2007, provide ten hours pro rata classroom release time per term to each part-time permanent or relieving teacher employed for a term or more, provided that they are employed for at least 0.8 FTTE per week.*

**3.3.3**

*Each employer shall endeavour, by at least the end of term two and no later than by the end of term three 2005, to develop a policy for classroom release time by consultation between the principal and teaching staff, incorporating the following:*

*(a) The classroom release time provisions of 5.30.1 and 5.30.2;*

*(b) For the purpose of 5.30.1 and 5.30.2, operational policy providing for circumstances where, for genuine reason during the term planning or at short notice, it is not possible to provide the classroom release time described above. NB NZEI, the NZSTA and the Ministry will develop a draft guideline for use in schools, as described in the Terms of Settlement. In addition, the terms of settlement also state the following in regard to staffing/resourcing that entitlement: Each full-time position (pursuant to 5.30.1) in a school which is an entitlement position attracts ten hours per term staffing from the start of Term Four 2005. Each part-time position (pursuant to 5.30.2) in a school which is an entitlement position attracts pro rata of ten hours per term staffing from the start of Term One 2007. In short, from Term 4 2005 every fulltime classroom teacher who meets the criteria in the definition is entitled to CRT, with the Ministry providing staffing for all those who hold an entitlement teacher position. The Board will meet the cost of staffing CRT for Board-funded teachers.*

**PURPOSE:**

1. The intent of classroom release time is to address teacher workload while maximising benefits for student learning.
2. The use of classroom release time will be professionally useful for the school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.



## **GUIDELINES:**

**1. Use of Classroom Release Time:** This procedure contains a list of the most common uses for classroom release time in our school. The list may be amended from time to time through consultation with teachers. Principal and individual teachers may also agree to other uses from time to time. Agreed Uses of CRT include:

- In our school classroom release time will be used for:
- Planning
- Evaluation
- Reporting
- Personal professional development
- Observing other teachers
- Reading/Research
- Syndicate meetings
- Assessment
- Any other use agreed to from time to time between teacher and principal

## **2. Allocation of Classroom Release Time**

### **Examples Include:**

Each teacher will be rostered one hour per week / Each teacher will be allocated two hours per fortnight / Each teacher will be allocated 2 days per term. / Each teaching team will determine each term the basis for allocating the CRT to entitled teachers.

NB: where school sessions prevent allocation of precisely 10 hours of classroom release time, the school shall endeavour to provide as close as possible to the 10 hour entitlement including, where needed, advanced or delayed entitlement across the 4 terms of each school year.

## **3. When CRT cannot be provided for genuine reasons**

Where for genuine reasons, during term planning or at short notice, it is not possible to provide CRT to an individual or group of teachers the school will:

- a. Record the reason for non-delivery
- b. Endeavour to reallocate the CRT at a later date in that school year

Ratified by Board: \_\_\_\_\_

Signed for B.O.T

Date for Review: \_\_\_\_\_