



3.8 TIMETABLE

Approved by: Board of Trustees
Contact: Headmaster
Group: Leadership Team

Date effective: Aug 2015
Review date: Aug 2018
Reviewed by: LTeam & PPTA

Policy Statement

Nelson College will develop a yearly timetable that enables the college to meet its obligations under the Secondary Teachers Collective Agreement 2016-2019 and to enable staff members the opportunity to fully develop his/her strengths.

Policy rationale

The Timetable Policy provides an open process for staff and management in the setting up of a timetable.

The timetable policy is a requirement under the 2016-2019 Secondary Teachers' Collective Agreement.

Responsibility for implementation

Board of Trustees

- will be responsible for ensuring that an appropriate system of timetabling the College is present which staffs the College within budgetary constraints and meets the directives of the Secondary Teachers' Collective Agreement
- delegates responsibility for the implementation of this policy to the Headmaster

Headmaster

- will be responsible for approving the course structure, class sizes and overall structure of the timetable
- will be responsible for the overview of the timetabling process and the rationalising of subject and class numbers.
- will ensure, in consultation that the College is staffed within budgetary constraints and meets the directives of the Secondary Teachers' Collective Agreement
- will liaise with NCG to maximise staffing opportunities in the developing of Co-Ed classes at both schools (where appropriate)
- will ensure that an up to date staffing spreadsheet is maintained and made available to the Finance Controller & payroll supervisor on a Term basis.

Timetable Manager & Assistant Timetabler

- will be responsible for overseeing the development of the timetable system and will liaise with HODs
- will be responsible for the monitoring and updating of the timetable in consultation with the Headmaster.

HOFs & HODs

- are responsible for the allocation of classes to teachers and for the rooming of teachers and classes once the timetable has been developed in consultation with the Timetable Manager & Headmaster.

Procedural guidelines:

1. All conditions as in the Secondary Teachers Collective Agreement will be adhered to when compiling the timetable.
2. Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact when:
 - a) all reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found.
 - b) 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.
 - c) 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.
 - d) no day reliever can be found after timely and appropriate efforts have been made.
 - e) teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts.
3. Where by virtue of demonstrated timetable or other constraints long term 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 and advocate may mutually agree, in writing, to compensate the teacher with:
 - a) an equivalent increase in the allocation of time for non-contact teaching duties at another point in that school year; or
 - b) an equivalent increase in the allocation of time for non-contact teaching duties in the following school year; or
 - c) an equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
 - d) compensatory relief cover for the teacher later in that school year; or
 - e) some combination of the above; or, if none of the above are possible,
 - f) payment of one fixed term unit or one board-funded responsibility payment per year for each weekly hour of non-contact lost for the period during which the entitlement reduction occurs.
4. 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 and advocate may, on each occasion, mutually agree, in writing, to compensate the teacher with:
 - a) an equivalent temporary allocation of non-contact 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 some combination of the above; or, if none of the above are possible.
 - d) payment equivalent to 1/950th of their normal salary rate for each hour of minimum non contact time reduced.

5. The College will endeavour to cap class sizes in designated courses for Health & Safety or equipment availability reasons. The decisions on what classes will be capped and their maximum class size will be determined annually and published to all staff including Deans by 1 October each year.

Capped classes

○ Workshop		28
○ AutoEG		28
○ Trade B		20
○ Food	Yr 10	29
	Yr 11	24
	Yr 12	20
○ Senior Art DE		29
○ Art PH Yr 12		29
○ Comp St		29

6. The College will endeavour to restrict an individual teacher's load to an average class size of 26. HODs of departments/subject areas who choose to 'set/stream' class numbers in one or more lines are responsible for endeavouring to 'balance' the class size teaching loads of their individual teaching staff.

Where by virtue of genuine and demonstrated constraints the maximum average class size of 26 for an individual teacher cannot be met, the teacher in negotiation with the Headmaster may, mutually agree, in writing, to:

- a) forgo any compensation'
- b) accept compensation which may include one or more of the following (dependant on the class size average) as offered by the Headmaster:
 - (i) non requirement to attend at weekly assembly
 - (ii) removal of one weekly interval or lunchtime duty
 - (iii) removal of both weekly interval or lunchtime duties
 - (iv) partial or full relief from examination supervision duties
 - (v) exemption from teacher relief when the senior school ends in November of each year.
- c) The average class size for staff will be assessed by the end of Week 1, Term 2.
- d) Staff with an average class size for the year of over 26 will be given the opportunity to meet with the Headmaster in Week 2, Term 2.
- e) An appropriate level of compensation will be negotiated.
- f) Class size average will not be visited at the end of Term 1 and at the start of Term 3 once midyear enrolments and timetable changes have occurred.

Review Process

- a) The Timetable Policy shall be reviewed following the promulgation of a new Collective Agreement or variation to the current Agreement approved by the PPTA.
- b) The Headmaster or the PPTA branch chairperson on behalf of employees covered by the Collective Agreement may initiate a review through the regular consultative meetings between the branch and the Headmaster.

Related Policies & Information

- The Secondary Teachers Collective Agreement 2016-2019
- Procedure for the Production of the Timetable at Nelson College
- Procedure for the Rooming of Nelson College
- Procedure for the Allocation of Duties
- Teacher Relief Policy
- Staff Selection & MU & MMA Allocation Policy

PROCEDURES

Procedure for the Production of the Timetable of Nelson College

- Students complete option selection sheets by late August / early September.
- Numbers of classes at each level for each class are proposed by the Headmaster, in consultation with Heads of Departments.
- Heads of Departments are then required to complete the Timetable Request sheet by a date in mid September.
- Where class size is an issue the placement of students should be made in consultation with the Dean & HOD
- Headmaster will be the decision maker with respect to all staffing, class allocation and class size issues in discussion with the Leadership Team and the PPTA Chair
- Places for girls will be reserved in discussion with Nelson College for Girls.
- Agreement from all concerned and compliance with timetable policy must be achieved before moving onto timetable construction.
- When staff agreement reached, it is presented to the Timetable Manager by the HOD.
- Difficulties in meeting requests will be communicated to the staff concerned as soon as possible and the Headmaster will retain the final decision making authority on all matters which have not been mutually resolved by the HOD/Timetable manager and staff members.
- The draft timetable will then be presented to individual HODs at the start / mid November. Rooming will then be added and deans will inform students of any clashes.

The philosophy is for the construction of the timetable to be as open process as possible which keeps HODs/staff informed.

Procedure for Rooming of Nelson College

- Where Heads of Departments provide staffing allocation and requests, rooming requests will be included.
- When the Timetable Manager compiles the timetable, these requests will be included in construction of the timetable.
- The Timetable Manager will allocate rooming in this priority order, in consultation with the Headmaster:
 - (1) new teachers and PCT teachers will be roomed to minimise their movement between classes
 - (2) the requests from HODs.

(3) attempting to minimise the number of rooms a teacher must teach in

(4) wherever possible junior classes (esp Year 9) will be given the same room for each core class

(5) keeping departments together in spaces close to their office and resource rooms

- The draft allocation of rooms, where possible, will be published before the end of the year, to allow time for Heads of Departments to consider changes for their department.
- The Headmaster and/or Chair PPTA will mediate when differences occur between teacher(s), head(s) of department and timetable needs.
- The Headmaster will make the final decisions regarding any issues which occur with respect to rooming which are not resolved by mediation

Procedure for Allocation of Duties

- Deputy Principal to provide a duty blank requesting staff to select duties based on the formulae for duty allocated:
 - (i) A check is made with Headmaster if there are any exceptions to the duty formula.
 - (ii) All full time staff with a homeroom to have two duties.
 - (iii) All full time staff without a homeroom to have three duties.
 - (iv) All part time staff working over 12 hours who have a homeroom, no duty.
 - (v) All part time staff working over 12 hours who do not have a homeroom, one duty.
- Deputy Principal to present a draft of the duty roster and allow for any requests to be filed.
- If there is any conflict between staff and Deputy Principal, the Headmaster to mediate and to make any final decision.