



# Timetable Policy

Policy to support - Personnel

## Outcome statement

The management of learning through a school timetable is an integral part of the organisation of a school. Pukekohe High School is committed to being a good employer and constructs its timetable in accordance with the current Secondary Teachers' Collective Agreement (STCA). The school following policy on timetabling will be developed and reviewed in consultation with its teaching staff.

## Scoping

The school timetable seeks to manage staff workloads, student curriculum needs and rooming resources in an equitable, efficient and planned way.

## Delegations

As the professional leader of the school, the principal is responsible for implementing this policy to meet both the needs of the school while complying to the conditions of the relevant collective agreements.

## Expectations and limitations

### Non-contact time

Full time teachers will receive the non-contact time allowance as specified in the Secondary Teachers' Collective Agreement at 5.2.3

Teachers' time allocation is calculated over the whole year. Some teachers may be over-allocated for part of the year and under-allocated at other times (for example semester courses).

Part-time teachers will receive at least the minimum non-contact time allowance specified in the Secondary Teachers' Collective Agreement 5.2.6b.

Permanent unit holders will receive at least the additional non-contact time entitlements as associated with between 1 and 3 permanent units, as specified in the Secondary Teachers' Collective Agreement. For a fourth and subsequent unit(s) the school will endeavour an additional hour for each permanent unit.

Kaihautū (or delegated experienced teachers) supervising beginning teachers in their first or second year of full-time teaching will receive the time allowances set out in the Secondary Teachers' Collective Agreement in addition to any other time allowances they are eligible for.

Trained beginning teachers in their first year who are employed full-time will have no more than 15 hours of contact time in the classroom. The additional time allowance is for advice and guidance purposes

Trained beginning teachers in their second year who are employed full-time will have no more than 17.5 hours of contact time in the classroom. The additional time allowance is for advice and guidance purposes.

The Specialist Classroom Teacher will receive the time allowance set out in the Secondary Teachers' Collective Agreement in addition to any other time allowance they are eligible for.

An overseas trained teacher will receive the time allowance as set out in the Secondary Teachers' Collective Agreement 3.8C, subject to the conditions specified in that section.

Where for genuine reasons during timetabling or at short notice, if it is not possible to provide the non-contact entitlements described in 5.2.3(a) and 5.2.6(b) compensation will be available by negotiation and agreement. This may include time in lieu.

Kāhui Ako (across community role) allowances in time and remuneration will be in line with 4.23 of the Secondary Teachers Collective Agreement

### Class size

Pukekohe High School will endeavour to achieve an average class size of no more than 26 for teachers with two or

more classes as specified in the Secondary Teachers' Collective Agreement 5.9.2. Where this is unable to be achieved the Associate Principal will negotiate appropriate compensation with each teacher following the 1 March confirmation of the school roll and staffing.

### **Hours of work**

The hours of work of individual teachers are determined in accordance with 5.1 of the Secondary Teachers' Collective Agreement.

Whānau rōpū, assemblies, school meetings and other pastoral and administrative time requirements occur outside times when classes would normally run.

Teachers are expected to supervise students during break times when rostered on duty. The duty roster will endeavour to share duty responsibility fairly and equitably among all teachers.

### **Application**

This policy applies to timetabled instruction on the Pukekohe High School site. Off campus instruction, sports and cultural trips and other EOTC will not be bound by this policy.

### **Review process**

The Timetable Policy shall be reviewed by the Board of Trustees, Principal and teaching staff every three years; or when there is a significant change to the timetable; or when a new Secondary Teachers' Collective Agreement is published.

## **Procedures/supporting documentation**

School timetable

Staffing structure

## **Monitoring**

Staff usage will be monitored through SUE reports and allocated budgets.

## **Legislative compliance**

[PPTA Secondary Teachers' Collective Agreement](#)

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Reviewed: *August 2023*

Next review: *August 2026*

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