

Pakuranga College Timetable Policy

Date reviewed: March 2025

Next review date: March 2026

To meet the conditions of the Secondary Teachers Collective Agreement the Board must have a policy on timetabling, developed in consultation with teaching staff, that is reviewed annually.

Policy Statements

Contact Time

- Maximum contact time is 20 hours per week.
- Contact time is when a teacher is delivering curriculum material that they have planned, pastoral time (Whānau tutor time) is not included in contact time.

Non-Contacts

- All provisions of the Secondary Teachers Collective agreement will be met.
- The college will endeavour to provide additional non-contact where appropriate.
- Where there are genuine reasons for non-contact provisions to be foregone, a fair process will be followed.

Class Sizes

- The college will endeavour to achieve average class sizes as required in the collective agreement.

Whānau Tutor time

- Whānau Tutor time is not considered timetabled teaching time.
- All full-time teachers could be allocated a Whānau Tutor group.

Professional Learning and Development

- Each Friday the timetabled classes will start one hour later than usual to allow time for professional learning and development (PLD)
- The PLD programme will be well structured to ensure that the time is well utilized.
- All teaching staff are required to participate in the Professional Learning and Development programme.

Supporting Documentation

Timetable Procedures - Procedures Manual

Signed: 
(Presiding Member / Board Chair)

Date: 02/04/2025

Pakuranga College Timetable Procedures 2025

Timetabling Process

- The Principal determines the allocation of staffing for the school on an annual basis in accordance with the GMFS and also determines the number of classes that will operate in each level/subject.
- HOFs allocate classes in consultation with their staff, other affected HOFs, the timetable team, Deputy Principal in-charge of timetable and the Principal. The Principal will confirm allocations with the Deputy Principal I/C.
- The timetable team consults with HOFs and the Deputy Principal should changes have to be made with allocations originally given.
- The timetable team will endeavour to avoid “split” classes. However, In some circumstances a teacher may be required to teach a “split” class with another teacher. Teachers, in consultation with the HoF, will negotiate the division of hours and responsibilities associated with that class as equitably and reasonably as possible.

Non-Contacts

- The base contact time is 20 hours per week as detailed in the collective contract.
- The entitlement non-contact requirements as described in the Collective Agreement will be provided. (1 hour extra non-contact for each permanent management unit, up to 3 hours)
- The school will endeavour to provide additional non-contact time for management unit holders and other staff with significant extra responsibility. Some fixed-term unit holders may not receive an additional non-contact time allowance.
- Where the allocation of non-contact hours for any individual teacher cannot be implemented, the College and teacher may mutually document an agreement to compensate the teacher with:
 - An equivalent increase in the allocation of time for non-contact teaching duties at another point in that college year; or
 - An equivalent increase in the allocation of time for non-contact teaching duties at another point in the next college year; or
 - An equivalent reduction in non-teaching or supervisory duties outside the college’s timetabled teaching periods; or
 - Compensatory relief cover for the teacher later in the college year; or
 - Some combination of the above or alternative agreements negotiated between the affected teacher and the Principal.
 - Where the affected teacher is a beginning teacher, the college acknowledges the extra importance of ensuring their workload is manageable and they are adequately supported during this critical stage of their career.
- Teachers may be asked to temporarily forgo their minimum entitlement to non-contact time when:
 - All reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found.
 - There is a sudden emergency that requires supervision for a class.
 - No day reliever can be found after efforts have been made to find one.
 - Teachers holding more than the minimum non-contacts have first been asked to forgo one or more of their additional non-contacts.
 - Where possible, beginning Year 1 teachers will not be used for relief in Term 1 unless they are under their allocated hours, or if they have lost a class and it is a replacement class on a particular day (e.g. camps).

- When a teacher is asked to cover a class in one of the situations above the following system will be in place:
 - A register of relief is maintained to ensure equitable distribution.
 - A 'pay back' system will operate where teachers will be offered the use of a reliever to cover their class when we have a reliever spare.
 - The 'pay back' system will first be offered to staff who have covered the most periods of relief over their allocated contact time.
 - We will ensure that staff who have covered classes using their entitlement non-contacts receive at least as much extra non-contact time at another point in the school year. E.g. for a staff member who did 5 relief covers through the year and did not use any of the Payback options would get at least 5 extra non-contacts (over their entitlement) at another time in the school year. The school will endeavour to use the schools non-contact allowances as opposed to the entitlement wherever possible.
 - The college will operate a reciprocal cover system for one-hour appointments, that fall outside the scope of the STCA leave provisions or would fall under sick leave, the staff member doesn't want the sick leave recorded against their sick leave entitlement (particularly as the minimum is half a day).
- If staff are under their allocation of contact hours, they may be expected to make up this time by completing periods of day relief each week. This may also include receiving an additional relief period on top of their under allocation in fairness to other teachers who have been used for relief whilst on their full allocation.
- Where possible, staff who receive Permanent Management Units and are allocated more than the minimum time allowance provided by the STCA (i.e. Heads of Faculties, Whānau Leaders, Assistant Whānau Leaders, and T&L Coaches), will be used first to provide day relief before staff who do not receive additional time allowances.

Class Size

Unfortunately, the MoE staffing formula for large schools makes this endeavour almost impossible to achieve without radically compromising the ability to offer a broad curriculum and support middle managers. (See PPTA Secondary School Staffing Group Report 2012.) Notwithstanding this:

- The college will endeavour to achieve an average class size for each teacher of no more than 26 students.
- The college will endeavour to limit classes to no more than 30 students.
- The college recognizes the health and safety implications of classes in some practical areas and will endeavour to reduce class sizes below 30 in these areas.
- The college will audit the average class sizes bi-annually (February and August) to monitor trends in class sizes and to identify areas where endeavours to provide an average class size of 26 have been least effective and to identify staff who are unduly affected.
- The management of the college acknowledges the additional workload of large class sizes and will enter into consultations with staff, with an average class size over 28, to attempt to find ways to recognise and assist with the additional burden carried by some staff/departments.
 - Possible compensatory measures in the form of time or reduction of other duties could be:
 - Reduced or no examination supervision (if examinations are held).
 - When senior students leave in Term 4 no extra classes (which is done to ease the workload of staff with a heavy junior load).
 - Changing class allocations, swapping a large class for a smaller class.
 - Some time provided each term to help manage marking and preparation.
 - Where staff are already under STCA contact time, this may in part or in full, be used in the compensation for the high average class numbers. E.g. where a staff member has an extra non-contact, we could ensure that they are not given relief cover **every** week.

- The management of the college recognises that the annual audit of average class sizes is valuable in determining staffing levels for the college.

Additional Notes

Part-time staff are not required to have a tutor class.

From 28 January 2025, the provisions for non-contact time for part-time teachers changed.

Part-time teachers will timetable one hour of non-contact for every 4 hours of timetabled contact time, and the total timetabled hours will be the combination of the two. Part-time teachers will no longer be paid the 11% loading as a part-time teacher. This is a STCA contractual change, not a Pakuranga College decision.

Part-time teachers may be required to do “non-timetabled duties” proportionate to a full-time teacher, e.g. parent teacher interviews, school prizegivings.