



Aquinas College

183 Pyes Pa Road, RD3, Tauranga 3173, NZ

OPERATIONAL POLICY

Timetable

Latest Revision	July 2020
Reviewer	Principal
Next Revision	February 2022
Associated Governance Policies	1.1 Curriculum Delivery 1.4 EOTC 1.6 Special Character

INTRODUCTION

A school timetable is developed annually to reflect how the College offers the curriculum, the learning needs and pathways of students and available staffing resources. The Secondary Teachers' Collective Agreement (STCA) and the New Zealand Catholic Bishops' Conference sets out particular requirements for timetabling policy.

GUIDELINES:

1. To develop an annual timetable to ensure the needs of students are the first and key priorities, and to meet the requirements of the New Zealand Curriculum and for the State Integrated School's agreement of the College.
2. Timetabling is developed in consultation with teaching staff and Leaders of Learning.
3. Board of Trustees input can be sought as required.
4. Timetabling includes non-contact entitlements (STCA) for an integrated school.
5. Timetabling includes class size provisions.

PROCEDURE

1. The Principal determines the allocation of staffing for the College annually using the GMFS and any Board of Trustee staffing contribution as a basis.
2. The Principal determines the number of classes that will operate at each level and in each subject using student enrolment data and students' subject choice information in line with the New Zealand Curriculum.
3. The Leaders of Learning shall consult with staff and make recommendations to the Assistant Principal – Teaching and Learning regarding teaching expertise and class allocations.
4. In special circumstances and where a genuine reason exists, teachers may be asked to temporarily forego their minimum entitlement to non-contact. These would be in times of short notice when no

day reliever can be found and teachers holding more than the minimum non-contacts are unavailable. Situations where teachers volunteer to cover for their colleagues whilst on leave for 'non-contact' reasons are not included.

5. *Where teachers are requested to work timetabled hours in excess of those described in STCA due to genuine reason, compensatory mechanisms must be made to redress the situation in a mutually acceptable solution between the teacher concerned and the Principal.*