

Timetable Policy

See also: *Secondary Teachers' Collective Agreement (STCA)*
PPTA - It's about time 2013 (Handbook and Toolkit)
LHS Timetable Procedures
Employment Relations Act 2000
Health & Safety at Work Act 2015

Rationale:

The purpose of this policy is to provide information and guidance to teachers about the design and implementation of our timetable for the school.

The Secondary Teachers' Collective Agreement (STCA 1 July 2019 to 30 June 2022) sets out particular requirements for non-contact hours and average class sizes, including what must be in place where either of these cannot be met, as well as a reference to other matters, including hours of duty outside timetabled hours, that are to be incorporated into the timetabling process.

Goals:

1. All relevant legislation, and the current STCA, will be adhered to.
2. A timetable committee, including teacher representatives, will meet as necessary. The Principal or PPTA Chairperson may request a meeting.
3. In general, no teacher shall be allocated classes "overcode" (ie timetabled teaching hours over those specified in the STCA).
4. The Principal will endeavour to ensure that class sizes are as per the STCA.
5. If a teacher is "overcode" or has a higher than acceptable average class size (as specified in the STCA), the Principal will negotiate compensation as appropriate, which is listed in the timetable procedures, with the teacher. The Principal will inform the PPTA Branch Chairperson and the Head of Learning Area of the outcome.
6. All teachers have the right to raise workload issues with the Principal. These include any matters which may impact on teaching practice. They may take a support person with them to meetings.
7. All relief must be arranged through the school relief system and not privately.

Approved: 27 September 2021

Signed: _____

Adrian Paterson
BOT Chair

Signed: _____

Kathy Paterson
Principal