

Timetable Policy



Rationale

The Board of Trustees wishes to recognise the professionalism and commitment of the teaching staff in delivering quality learning to all our students. The school timetable is developed annually to reflect how the school offers the curriculum, the learning needs and academic pathways of students, and the available staffing resources.

The Secondary Teachers' Collective Agreement (STCA 2015) 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 Secondary Teachers' Collective Employment agreement, 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" (i.e. timetabled teaching hours over those specified in the Collective Agreement)
4. The Principal will endeavour to ensure that class sizes are as per the collective agreement.
5. If a teacher is "overcode", or has a higher than acceptable average class size (as specified in the Collective Agreement – see below), 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.

Key documents and tools to support this policy

Secondary Teachers' Collective Agreement (STCA 2015-2018)

PPTA – It's about time 2013 handbook

Lincoln High School Timetable Procedures – comprises the rules for operation.

Employment Relations Act

Health and Safety Act

Approved: 8 August 2016