

Pakuranga College Timetable Policy

Date reviewed: February 2022

Next review date: February 2023

To meet the conditions of the Secondary Teachers Collective Agreement the Board must have a Timetable policy that is reviewed annually.

Policy Statements

Non-Contacts

- All provisions of the Secondary Teachers Collective agreement will be met. The school will endeavour to provide additional non-contact where appropriate and the school will endeavour to achieve the class sizes as described in the collective agreement.
- Where there are genuine reasons for non -contact provisions to be foregone, a fair process will be followed.

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 lost quality student learning time is well utilized.
- All teaching staff are required to participate in the Professional Learning and Development programme.
- The PLD programme will be presented to the Board for approval.

Supporting Documentation

Timetable Procedures - Procedures Manual

Signed: _____

(Board Chairperson)

Date: _____

03/03/2022