

Pakuranga College Timetable Policy

Date reviewed: February 2023

Next review date: February 2024

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 (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.

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.
- The PLD programme will include fortnightly 20 minute individual coaching sessions during teachers non teaching time.
- All teaching staff are required to participate in the Professional Learning and Development programme.

Supporting Documentation

Timetable Procedures - Procedures Manual

Signed: 
(Presiding Member)

Date: 22/05/2023