

GUIDELINE 1.4 – TIMETABLING

Guidelines

1.
 - a. A full-week timetable at Cromwell College consists of 25 classroom teaching hours made up of 25 teaching periods.
 - b. All full time teachers are expected to have a Whānau Class. This will include 20 minutes of delivering a Pastoral Programme.
2. The College shall provide for full time teachers and endeavour to provide for part time teachers non-contact time as directed by the relevant employment agreements.
3. The College shall endeavour to provide part time staff teaching 12.5 or more hours per week with one period of paid non-contact time.
4. The College will use reasonable endeavour to meet the class size provisions of maximum 26 average class size, as directed by the relevant employment agreements.
5. Teachers in their first-year and second year of teaching will receive additional non-contact time as directed by the relevant employment agreements.
6. Cromwell College will endeavour to provide teachers who carry extra responsibilities or specified non-classroom duties in the school with additional non-contact periods, and/or reduced duty allocation and/or monetary remuneration to adequately carry out their duties. Holders of permanent units will receive additional non-contact periods as required by the relevant employment agreements.

In constructing a teacher's timetable, the College will take into consideration equitable teaching loads within faculties. This will take into consideration such things as, senior/junior, practical/academic, smaller/larger classes, subject qualifications and career aspirations. Additional support may be negotiated with the Principal.

7. All decisions on school staffing will be made by the Principal in accordance with this Guideline. In making staffing and timetabling decisions the principal will consider the educational needs of the students, the short and long-term goals of the school, the balance and equity of teaching loads and the workload of the positions.
Examples of timetabling options to accommodate these curriculum priorities;
 - a. Multilevel classes
 - b. Distance learning
 - c. Reduced subject contact time
 - d. Utilising under and over entitlement
 - e. Allocation of management units
 - f. Monetary remuneration available
8. The timetable will be constructed so that it maximizes students' access to the curriculum within the confines of available resources.

9. Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact when all reasonable options have been investigated and no alternatives can be found. The Principal will consult with the affected staff member and will compensate the teacher in some other fashion such as reduction in supervisory duty, time in lieu as negotiated with the Principal.
10. Teachers who have more non-contact periods than their entitlement will enter into negotiation with the Principal to meet their entitlement.
Examples are;
 - a) Extra supervisory duty
 - b) Providing curriculum support eg; team teaching, correspondence/distance learning support, practical lesson support, report writing release.
 - c) Resource development
 - d) Some combination of the above
 - e) Or some other agreed solution
11. All arrangements decided will be in writing and accepted by the Teacher and the Principal.
12. Requirements of the Employment Relations Act 2010 regarding break times will be met, ie: each full-time staff member is entitled to two 10 minute breaks. The second break is to be taken after 3:10pm.
13. Any issue around timetabling should be communicated with the Principal.
14. This Guideline will be reviewed by the board, principal and teaching staff on an annual basis.