



## **TIMETABLE POLICY 2024-2025**

**BCSY (Y11-13), GCMY (Y 7-10), GCJY (Y1-6)**

### **PART 1**

#### **Botany Campus Senior Years (Y11-13) and Golflands Campus Middle Years (Y7-10)**

##### **Rationale**

This is an operational policy designed in consultation between the Principal and Botany Campus Senior Years (Y11-13) and Golflands Campus Middle Years (Y7-10) teaching staff of Elim Christian College. The policy has been written in conjunction with clauses 2.10, 4.1, 4.2, & 4.4 of the current Area Teachers' Collective Agreement (2013-2015)

##### **COLLECTIVE AGREEMENT PROVISIONS**

###### **2.10 Beginning Teacher Time Allowance**

2.10.1 Trained beginning teachers in their first year of a provisional appointment who are employed full time shall be charged a 0.8 charge against the school staffing entitlement but shall receive full salary and shall not have more than 20 hours of allocated duties during normal school hours each week. Trained beginning teachers in their first year who are less than full time but who are employed for 0.5 or more of a full-time load shall receive 0.1 FTTE. These time allowances are for advice and guidance purposes.

2.10.2 Trained beginning teachers in their second year who are employed full time shall be a 0.9 charge against the school staffing entitlement but shall receive full salary. These teachers shall receive 0.1 FTTE time allowance for advice and guidance purposes.

##### **TIMETABLED CONTACT AND NON-CONTACT TIME**

###### **Intent and Purpose**

1. The intent of non-contact time entitlement is to address teacher workload while maximising benefits for student learning.
2. The use of non-contact time entitlement will be professionally useful for the school's teaching and learning programmes, the teacher's professional growth, and the learning needs of the students.
3. Suggested uses of non-contact time entitlement are:
  - preparation, evaluation, and assessment generated by the classes taught or the students within them or other requirements such as external examination prescriptions.
  - the need to report on individual students' progress.

- the counselling and pastoral needs of students.
- the administrative responsibilities of individual teachers either in respect of curriculum, pastoral responsibilities, or general administration of the school.

## HOURS OF WORK

- 4.1.1 As well as the number of classes a teacher may be timetabled to teach, the hours of work of individual teachers are influenced by factors such as:
- a) the preparation, evaluation and assessment time that may be generated by those classes and the students within them or by other requirements such as external examination prescriptions or the need to report on the progress of individual students.
  - b) the counselling and pastoral needs of students.
  - c) the administrative responsibilities of individual teachers either in respect of their curriculum or pastoral responsibilities or in respect of the general administration of the school; and
  - d) the responsibilities of individual teachers arising from their appointment to a Community of Learning | Kāhui Ako Teacher role,
  - e) the extent to which individual teachers may participate in the extra-curricular programmes of the school.

### 4.2.3 Teachers predominantly teaching Y7 – 13 classes

The following provisions apply to teachers who are timetabled to teach 80% or more of their teaching time in Y7 to 13 classes.

- a) Full-time teachers shall, subject to 4.2.2 ASCA, have a maximum of 20 hours of timetabled classroom teaching time per week. The maximum timetabled teaching time of 20 hours per week may be a combination of differing periods of time but may total no more than 20 hours.
- b) Subject to 4.2.2 ASCA, the maximum timetabled classroom teaching time of teachers who hold permanent units shall be reduced by the following
  - (i) one hour per week for holders of one permanent unit;
  - (ii) two hours per week for holders of two permanent units; and
  - (iii) three hours per week for holders of three or more permanent units.

For clarity, the teacher's maximum timetabled classroom teaching time under 4.2.3 (a) shall be further reduced by the amounts outlined in 4.2.3 (b) (i-iii). The employer may continue to provide for less timetabled classroom teaching time for senior management positions in accordance with school policies.

- c) No part-time teacher predominantly teaching Y7-13 classes shall, subject to 4.2.2, be timetabled to teach more than the maximum timetabled classroom teaching time limits specified in 4.2.3(a) above as appropriate.
- d) The maximum timetabled classroom teaching time of a part-time teacher appointed to a 0.72 or higher FTTE position shall be established in accordance with the table below:

<b>FTTE</b>	<b>Maximum timetabled classroom teaching time</b>
0.89	19.50
0.83 – 0.88	19.25
0.80 – 0.82	19.00
0.77 – 0.79	18.50
0.74 – 0.76	18.00
0.72 – 0.73	17.75
Less than 0.72	Actual hours

**COMPENSATION FOR LARGE CLASS SIZE (Y9-13) AND/OR INABILITY TO PROVIDE MINIMUM NON-CONTACT TIME (Y7 -13)**

The Secondary Teachers’ Collective Agreement (Y9-13) has provision for compensation for large class sizes. **Note**, there is no provision for compensation for large class sizes in the Area Schools’ Collective Agreement. However, the school will use reasonable but non-binding endeavour to achieve, for each individual teacher with more than one class, an average class size (based upon the teacher’s timetabled classes and the roll of each of those classes) of no more than 26 students. **Note**: This does not preclude averages of less than 26 students.

If the school is unable to timetable for minimum non-contact time, the Campus DP will attempt a fair and reasonable mutually agreed way of compensation (excluding financial compensation). For suggestions on ways of compensation it is suggested that the PPTA document “*It’s About Time 2013*” be consulted. If agreement cannot be reached, the Associate Principal or Principal will adjudicate.

**TIMETABLE STRUCTURE – BCSY (Y11-13) and GC (Y7-10)**

1. The regular 5-hour school day at BCSY (Y11-13) and GC (Y7-10) for the purposes of calculation of contact/non-contact time shall consist of the following:
  - 4 periods of 50 minutes in length
  - 2 periods of 45 minutes in length
  - 10 minutes non-contact (3.10pm - 3.20pm)
  - Note: the 30-minute tutor period is regarded as 10min admin and 20min instruction

Each day then is potentially 4hr 50min contact + 10min non-contact.

2. The average period time per week of 48 min 20 sec shall be used for calculation purposes. Therefore, each day shall be 4 hrs 50 min. The number of hours equates to periods (rounded downwards to the nearest period) according to the following table.

Hours	Periods	Hours	Periods	Hours	Periods
1	1	10	12	19	23 (tutor teacher)
2	2	11	13	20	24 (non-tutor teacher)
3	3	12	14	21	26
4	4	13	16	22	27
5	6	14	17	23	28
6	7	15 (BT1)	18 (tutor teacher)	24	29
7	8	16 (BT1)	19 (non-tutor teacher)	25	30
8	9	17 (BT2)	21 (tutor teacher)		
9	11	18 (BT2)	22 (non-tutor teacher)		

- A tutor class period (8.40am-9.10am) shall be deemed to be 10 minutes administration time and 20 minutes devotional time. The devotional time shall be deemed to be contact time for calculation purposes.
- The following duties are not considered to form part of the curriculum based timetable although they do constitute part of the life of the school and contribute to our special character:
  - Assemblies: 8.40am-9.10am (30min)
  - Staff meetings/departmental meetings/staff devotions
  - Playground duties before school, at interval, at lunchtime or after school.
- Timetabled classroom teaching time per week is based on an individual teacher's timetabled classroom teaching hours which may be made up of differing periods of time but total no more than the guaranteed maximum per week or per term as applicable.

\*For policy relating to requests to relieve for a colleague please refer to Appendix A

- All trained, full-time beginning teachers teaching predominantly in Y7-13 in their first year are allocated five hours per week for advice and guidance purposes and are a charge of 0.8 against the staffing allowance.
  - Beginning teachers (year 1) shall have a maximum of 15 hours of contact time per week. This will equate to 19 periods (non-form teacher) or 18 periods (form teacher)
  - Beginning teachers (year 2) shall have a maximum of 17.5 hours of contact time per week. This will equate to 22 periods (non-form teacher) or 21 periods (form teacher)
- Trained part time beginning teachers in their first year who are employed for 0.5 or more of a full time load shall have included in their hours 2.5 hours per week non-contact time for advice and guidance.

## **PART 2**

### **GOLFLANDS CAMPUS JUNIOR YEARS (Y0-6)**

#### **RATIONALE:**

This is a policy designed in consultation between the Principal and Golflands Campus teaching staff. The procedure is written in conjunction with clause 3.28 of the current Primary Teachers Collective Agreement, viz; PRIMARY TEACHERS' (INCLUDING DEPUTY AND ASSISTANT PRINCIPALS AND OTHER UNIT HOLDERS) COLLECTIVE AGREEMENT 3 July 2023 – 2 July 2025, Varied on 30 October 2023.

Full-time classroom teachers will receive 3 increases to their classroom release time (CRT) phased in over the term of the collective agreement.

The first increase of 5 hours per term will be added to CRT entitlements starting from Term 1 2024.

Another 5 hours per term will be introduced from Term 3 2024.

Finally, an additional 5 hours per term will be implemented starting from Term 1 2025.

These additional CRT hours will, in total, provide full-time teachers with 2.5 hours per week or 25 hours of CRT per term.

Part-time classroom teachers employed for at least 0.8 FTTE per week will also receive the 3 increases to their CRT. This will be calculated on a pro-rata basis and based on a teacher's FTTE hours.

#### **SUMMARY OF CRT FOR FULL-TIME PRIMARY TEACHERS: (Y1-6)**

A Full-time permanent primary teacher, or long-term reliever employed for at least a term, is entitled to classroom release time per term as follows:

- until the end of Term 4, 2023, 10 hours per term.
- from Term 1, 2024, 15 hours per term.
- from Term 3, 2024, 20 hours per term.
- from Term 1, 2025, 25 hours per term.

#### **Part-time primary teachers:**

Every part-time primary teacher employed for at least 0.8 FTTE per week who is either permanently employed or a long term reliever employed for at least a term, is entitled to receive a prorated amount of the classroom release time described above available to full-time teachers.

For example, a teacher working 0.8 is entitled to eight hours of release time, and a teacher working 0.9 is entitled to nine hours.

Teachers who hold 1 or more permanent units shall receive an additional 10 hours of CRT per term from Term 1 2025.

Permanent unit holders will receive additional classroom release time of one hour per week (i.e., 10 hours per term), effective from the start of Term 1, 2025

## **PURPOSE:**

1. The intent of classroom release time is to address teacher workload while maximising benefits for student learning.
2. The use of classroom release time will be professionally useful for the school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

## **GUIDELINES:**

1. **Use of Classroom Release Time:** This procedure contains a list of the most common uses for classroom release time in our school. The list may be amended from time to time through consultation with teachers. Principal and individual teachers may also agree to other uses from time to time. Agreed Uses of CRT include:

- Planning
- Evaluation
- Reporting
- Personal professional development
- Observing other teachers
- Reading/Research
- Syndicate meetings
- Assessment
- Any other use agreed to from time to time between teacher and principal

## **2. Allocation of Classroom Release Time**

The GCJY Deputy Principal will provide a public schedule of the allocation of CRT to all Primary Teacher's (Y1-6 at the beginning of the 2024 school year. This schedule will be updated as required as the entitlement of release time increases according to the 2003-2025 Primary Schools Collective Agreement.

## **3. When CRT cannot be provided for genuine reasons**

Where for genuine reasons, during term planning or at short notice, it is not possible to provide CRT to an individual or group of teachers the school will:

- a. Record the reason for non-delivery
- b. Endeavour to reallocate the CRT at a later date in that school year

Ratified by Board:  
Date: 16 May 2024



Signed for B.O.T

Date for Review: 16 May 2025

## **\*Appendix A**

### **Relief Credits for BCSY and GCMY teachers – compensation for relieving a colleague's class**

- The school is appreciative of teachers who relieve their colleagues' classes when paid casual relievers are unavailable. Indeed, the school could not function without teaching staff doing so.
- Each period spent in non-contact time relieving for a colleague is counted as 1 relief credit. Relief credits may be accumulated and redeemed for occasions where a teacher needs relief but not covered by the ASCA and which would otherwise be counted as LWOP. A relief credit cannot be redeemed for financial payment.
- Relief credits cannot be carried over to the following year but must be redeemed in the year they were earned. Speak with Rita if wish to accumulate credits for a special occasion.
- The number of credits owing can be found in KAMAR and opening the Details tab of your personal page. Your credits, if any, will be displayed about midway down the page.
- A ballpark maximum of accumulated credits would be about 10. Do not purposely accumulate credits >10 for a personal event unless prior agreement has been approved from your Campus DP to do so. Seek approval from your campus DP well in advance (i.e. 2-3 weeks ahead of the requested leave). Priority consideration is given to the learning of students and to the availability of a suitable reliever when the redemption of credits is requested.
- Teachers are paid to be at school for a full day, therefore 6 credits are required for a full day's absence regardless of how many periods need to be covered.