



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	TIMETABLE
Reference Number	A111
Section	Administration
Written By	Deputy Headmaster - Education
Checked By	NPBHS Policy Committee
Approved By	NPBHS Board of Trustees
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Associated Policies	
Associated Procedures	

RATIONALE

A school timetable is developed annually to reflect how the school offers the curriculum, the learning needs and academic pathways of students and available staffing resources. The Secondary Teachers' Collective Agreement (STCA) will provide guidelines for timetabling.

PURPOSES

1. To ensure the needs of the students are the first and key priority in the timetable development.
2. To ensure fairness and transparency in the timetabling process.
3. To comply with the Secondary Teachers' Collective Agreement (STCA).
4. To meet the curriculum, assessment and reporting requirements outlined in the Education and Training Act 2020
5. To ensure staffing and rooming meets any requirements of the Board of Trustees.

GUIDELINES

1. The Headmaster determines the allocation of staffing for the school annually using the Guaranteed Minimum Formula Staffing (GMFS) and Board of Trustee staffing contributions (if any). The Board of Trustees must approve any additional staffing to GMFS.
2. The Headmaster approves the final number of classes that will operate at each level and in each subject using student enrolment data and subject choice information gathered from students.
3. Heads of Faculty (HOFs), in consultation with their staff, other HODs and the Deputy Headmaster - Education and Assistant Deputy Headmaster allocate classes to staff.
4. A timetable team constructs a timetable in readiness for the start of the new academic year that meets the needs of the school and its students and is based on the allocations made by HOFs. In areas where there is a difference of opinion the Headmaster makes the final timetabling decisions.

7. The Headmaster may approve the combining, cancelling and/or collapsing of classes to ensure the purposes of this policy are met. As a guide only:
 - Class sizes under 10 are unlikely to run or will be required to be combined
 - Class sizes 10-15 may not run or will be required to be combined
 - Average class sizes of no more than 26 is desirable based on class sizes on the 1st of March each year once class sizes have settled
8. Duty and assemblies do not count as either contact or non-contact time for the purposes of the STCA provision.
9. Where there is a genuine reason to ask a teacher to work in excess of the maximum timetabled contractual hours and the teacher agrees, then a compensatory mechanism will be agreed upon between the teacher and the Headmaster.
10. At the end of the year and once senior students have left, relief may be covered internally and without the employment of an outside relieving teacher. The relief coordinator will endeavour to only assign relief to teachers when they would otherwise have had a senior class and as a result, no compensatory mechanism will be required.

Resources:

- The Secondary Teachers' Collective Agreement (STCA)
- The Education and Training Act 2020
- The New Zealand Curriculum 2007 and 'Refreshed' documents
- NZQA Assessment Procedures