

The background of the entire page is a grayscale, close-up photograph of intricate watch gears and mechanical components. The gears are of various sizes and are interlocked, creating a complex, layered pattern. The lighting is soft, highlighting the metallic textures and the precision of the engineering.

**PPTA**

**It's  
about  
time**

**2013**

**TOOLKIT**

**Branch audits on timetabling  
(Appendix 1)**

## Appendix 1: Branch audits on timetabling

### Schools covered by the Secondary Teachers Collective Agreement (STCA)

#### Does your school have a timetabling policy?

- a. Where is it located?
- b. When was it last reviewed / updated?
- c. Was it developed in consultation with teaching staff?
- d. Does the policy incorporate the non-contact provisions?
- e. Does the policy refer to class size matters including average class size?
- f. Does the policy refer to other matters, including hours of duty outside of timetabled hours, which impact on timetabling practices?
- g. Does the policy have a process providing for circumstances, ie a compensatory mechanism, for when the school cannot meet the non-contact or average class size provisions?
- h. Do members know what compensatory mechanisms are available to them?
- i. Does the policy have a process for reviewing the timetable policy on a regular basis or when changes are proposed?

#### Non-contact

- j. Is any full time teacher scheduled for more than 20 hours contact per week?
- k. Is academic mentoring/student learning support counted as contact time?
- l. Is this contact reduced by 1 hour per unit for those with up to 3 permanent units?
- m. Does the school endeavor to provide additional non-contact for more than 3 permanent units?
- n. Does the policy provide a process, ie a compensatory mechanism, to deal with circumstances where during timetabling, or at short notice, it is not possible to provide the non-contact entitlements to individuals?
- o. Do members know they can refuse to forgo their entitlement to non-contact time unless there is an agreed compensatory mechanism.

**Specific time allowances** (provided to the school through additional staffing)

- p.** Do full time year one beginning teachers (PRT1s) have no more than 15 hours of contact per week?
- q.** Do full time year two beginning teachers (PRT2s) have no more than 17.5 hours of contact per week?
- r.** Do HODs with PRTs receive equivalent of one hour/week to support each PRT?
- s.** Do the SCT and Te Atakura receive their time allowances?

**Part-time teachers**

- t.** Do part time teachers (18 hrs+/wk) get their minimum non-contact time?
- u.** Does the school endeavor to provide equitable non-contact time to part-time teachers of 12 +hrs/wk?

**Class size**

- v.** Has the school used reasonable endeavor to achieve class size averages no greater than 26 students for individual teachers?
- w.** Does the policy provide a process, ie a compensatory mechanism, when an employer having used reasonable endeavor is not able to provide a class size average no greater than 26 for an individual teacher?

## **Schools covered by the Area School Teachers Collective Agreement (ASTCA)**

### **Does your school have a timetabling policy?**

- a. Where is it located?
- b. When was it last reviewed / updated?
- c. Was it developed in consultation with teaching staff?
- d. Does the policy incorporate the non-contact provisions?
- e. Does the policy refer to class size matters?
- f. Does the policy refer to other matters, including hours of duty outside of timetabled hours, which impact on timetabling practices?
- g. Does the policy have a process providing for circumstances, ie a compensatory mechanism, for when the school cannot meet the non-contact or average class size provisions?
- h. Do members know what compensatory mechanisms are available to them?
- i. Does the policy have a process for reviewing the timetable policy on a regular basis or when changes are proposed?

### **Teachers teaching predominantly in year 7-13**

#### **Non-contact**

- j. Is any full time teacher scheduled for more than 20 hours contact per week?
- k. Is academic mentoring/student learning support counted as contact time?
- l. Is this contact reduced by 1 hour per unit for those with up to 3 permanent units?
- m. Does the school endeavor to provide additional non-contact for more than 3 permanent units?
- n. Does the policy provide a process, ie a compensatory mechanism, to deal with circumstances where during timetabling, or at short notice, it is not possible to provide the non-contact entitlements to individuals?
- o. Do members know they can refuse to forgo their entitlement to non-contact time unless there is an agreed compensatory mechanism?

**Specific time allowances** (provided to the school through additional staffing)

- p.** Do full time year one beginning teachers (PRT1s) have no more than 15 hours of contact per week?
- q.** Do full time year two beginning teachers (PRT2s) have no more than 17.5 hours of contact per week?
- r.** Do HODs with PRTs receive equivalent of one hour/week to support each PRT?
- s.** Do the ST and Te Atakura receive their time allowances?

### **Part-time teachers**

- t.** Do eligible part time teachers (18hrs+/wk) get their minimum non-contact time?

## **Teachers not teaching predominantly in year 7-13**

### **Non-contact**

- u.** Is any full time teacher scheduled for more than an average of 24 hours contact per week over the term?
- v.** Is academic mentoring/student learning support counted as contact time?
- w.** Does the school endeavor to reduced contact for those with units or their equivalents?
- x.** Does the policy provide a process, ie a compensatory mechanism, to deal with circumstances where during timetabling, or at short notice, it is not possible to provide the non-contact entitlements to individuals?
- y.** Do members know they can refuse to forgo their entitlement to the average non-contact time unless there is an agreed compensatory mechanism?

**Specific time allowances** (provided to the school through additional staffing)

- z.** Do full time year one beginning teachers (PRT1s) have no more than 19 hours per week on average over the term?
- aa.** Do full time year two beginning teachers (PRT2s) have no more than an average of 21.5 hours of contact per week over the term?

- bb.** Do HODs with PRTs receive equivalent of one hour/week to support each PRT?
- cc.** Do the ST and Te Atakura receive their correct time allowances?

**Part-time teachers**

- dd.** Do eligible part time teachers (20hrs+/wk) get their minimum non-contact time?