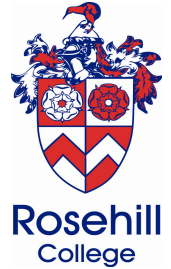


Timetabling Policy

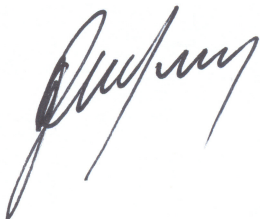


Rationale

Rosehill College is committed to being a good employer and constructs its timetable in accordance with the current Secondary Teachers' Collective Agreement (STCA).

Guidelines

1. The construction of the timetable shall be a fair and transparent process.
2. The Principal determines the allocation of staffing for the school on an annual basis in accordance with the Guaranteed Minimum Full-time Staffing (GMFS), and also determines the number of classes that will operate in each subject at each level.
3. HODs, in consultation with their staff, other HODs and the Principal, allocate classes to staff.
4. The timetable team constructs a timetable in readiness for the start of the new year that best meets the needs of the school and is based on the allocations made by HODs and the Principal.
5. The timetable team consults with HODs and the Principal should changes have to be made with allocations originally given.
6. Non-contact time shall be provided for teachers in accordance with the STCA.
7. Class size provisions will be made in accordance with the STCA.
8. The school will endeavour to provide additional non-contact time for management unit holders where those units are for HOD or HOH positions.
9. In special circumstances and where a genuine reason exists, teachers may be asked to temporarily forgo their minimum entitlement to non-contact time and average class size. Such circumstances are listed in the Procedures attached to this Policy.
10. There shall be a mechanism for compensation for teachers in the event of the school's inability to meet the non-contact time or class size provisions of the STCA. This will be contained in the Procedures attached to this Policy.
11. The Procedures will be reviewed and updated by the Senior Leader with Responsibility for timetable annually and whenever a new STCA is signed.



Signed for the Board of Trustees

25 August 2011

Date Reviewed