
Carmel College Operational Policy 14: Timetable

Special Character statement

Our college is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.

Outcome statement

Carmel College's timetable structures and processes are focused on the continual improvement of the quality of teaching and learning programmes offered and maximising student learning.

Flexible and creative timetable structures will enable Carmel College to provide programmes which enable all students to realise their full potential [NEG 1], use educational resources effectively, recognise the needs of students [NAG 2 (i)] and ensure entitlements for staff provided for, [Secondary Teachers' Collective Agreement].

Scoping

1. To produce a timetable that best meets the learning needs of the students whilst meeting any relevant legislative requirements and the school's obligations to its employees in consultation with all parties.
2. To use school resources effectively.
3. To ensure Secondary Teachers' Collective Agreement conditions are met.
4. To address any issues that pertain to the Special Character of Carmel College.
5. To consult with relevant stakeholders in terms that meet the relevant legislation.

Delegations

1. The Principal, in consultation with the Timetable Team and HoDs, determines the allocation of staffing for the school annually according to the roll based staffing entitlement allocated by the MOE and any additional Board of Trustee staffing allocations.

Expectations and limitations

1. The Principal, consultation with the Timetable Team and HoDs, determines the number of classes that will operate at each level and in each subject using student enrolment data and subject choice information gathered from students.
2. The Timetable Team, in consultation with HoDs and the Principal, allocates classes to staff.
3. A Timetable Team constructs a timetable based on the curriculum and learning needs of students.
4. The Timetable Team consults with HoDs and the Principal should changes have to be made with allocations originally given.
5. A Timetable Team will construct a timetable based on the most effective use of educational resources [staffing and facilities]
6. Timetable allocations based upon:

- a. Maximising learning outcome for students (low ability or practical classes may be smaller for example)
 - b. Appropriate teacher for classes (strength and expertise)
 - c. Appropriate courses for students
7. Staff with non-contact time greater than the maximum for their position within the school will be allocated “First Call Relief Periods” and/or additional duties.
 8. The school reserves the right to call on staff in non-contact periods for emergency coverage of classes on a period by period basis. Basic non-contact time used in this way will, where possible, be compensated for.
 9. Non-contact time lost as a result of school Masses, other Special Character activities or other school events e.g. athletics days will not be compensated for.

Procedures/supporting documentation

(which are available on request, subject to the provisions of Privacy Act, 1993)

1. Annual staffing entitlement from MOE
2. Current Secondary Teachers’ Collective Agreement
3. PPTA ‘It’s about Time’, 2013 Toolkit
4. 014Timetable Procedures

Monitoring

The finance committee will monitor the staffing expenditure and report to the Board on a monthly basis.

Legislative compliance

1. Current Secondary Teachers’ Collective Agreement

Date reviewed:	August, 2019	Next Review:	September, 2021
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