



# MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

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Mangakahia Road  
Titoki PDC, Titoki, Whangarei  
Phone: 4331-702 Fax: 4331-714  
E-mail: [admin@mangakahia.school.nz](mailto:admin@mangakahia.school.nz)  
Website: [www.mangakahia.school.nz](http://www.mangakahia.school.nz)

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## TIMETABLE POLICY

### LEGISLATION

Education Act (1989) National Education Goals (1993)  
National Administration Guidelines (1993)  
Area Schools Teachers Collective Agreement (NZPPTA)

**Memorandum of Understanding** He Mataariki Teen Parent unit

### FOCUS

**The Mangakahia Area School timetable is designed to meet the curriculum and pastoral need of students.**

### PURPOSE

**The purpose of this policy is to ensure that:**

- non-contact entitlements as set out in Area Schools CA are delivered to teaching staff
- an agreed process is developed that provides for circumstances where, for genuine reason, it is not possible to provide the non contact entitlements
- agreed guidelines are developed in areas that impact on timetable practices.
- the teaching staff are consulted in timetable matters

### GUIDELINES

**The timetable will be constructed using the following guidelines:**

1. Option subject choices made by students.
2. Advice from subject teachers on staffing of classes in their subject area.
3. Requests from individual teachers for their preferred teaching spaces.
4. Requests from individual teachers for their preferred subject areas.
5. Each subject to be taught at a variety of times during the week if possible.
6. Subject requirements for specialist teaching spaces.

The provisions of the Area Schools Teachers Collective Agreement and Individual Employment Agreements based on it. These include for full-time teachers:

- a. Non-contact time is based on an individual teacher's timetabled classroom teaching hours comprising a total of 25 hours or a combination of periods of time equivalent to 25 hours per

week.

- b. The provision of 5 timetabled non-contact hours each week equitably distributed amongst staff members. Consideration should be given to teachers who teach large classes, many classes and multi-level classes in distribution of non-contact hours.
- c. Full time beginning teachers in their first year are allocated 5 hours per week for advice and guidance as well as their minimum non-contact entitlement. They are a charge of 0.8 against the staffing allowance and must have no more than 15 hours of teaching duties per week. 5 hours per week shall be timetabled for the purposes of advice & guidance; remaining timetabled time is non-contact time.
- d. Full time beginning teachers in their second year are a charge of 0.9 against the staffing allowance and must have no more than 17.5 hours of teaching duties per week. 2 ½ hours per week shall be timetabled for the purposes of advice and guidance and their remaining timetabled time shall be non-contact time.

For the purposes of this policy teaching hours can include form time, duty, and assembly.

- 7. Evenly distributed non-contact times throughout the week where possible.
- 8. In the event of guaranteed non-contact time being used for relief, provide compensation by negotiation and claimed by the staff member affected.
- 9. The requirements of National Administration Guideline 1 to ensure quality teaching and learning.
- 10. This policy shall be reviewed annually in consultation with teaching staff.

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The above policy was reviewed and mandated by the Board of Trustees on 31 October 2017  
This policy is next to be reviewed during Term 3 2019

Chairman of the Board of Trustees:  (signature)  
Christine Marsh

Date signed off: \_\_\_\_\_