

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: MANAGEMENT - 764 Timetable

764 - TIMETABLE

Responsibility: Principal and Staff

This Policy was last ratified by School Council in 2013.

1. PURPOSE:

The equitable and efficient distribution of time and resources, in accordance with Staff Industrial Agreements, is essential for the smooth running of the school and the optimum learning outcomes for all children.

2. GUIDELINES:

- 2.1 The timetabling of all specialist and special activities is the responsibility of the Principal and Senior Staff, in consultation with all staff.
- 2.2 Preparation and planning time will be allocated to Staff when possible.
- 2.3 Preparation and planning time for Staff will be arranged to maximise the time available.
- 2.4 Planning time will be allocated on the basis of needs, responsibility and the availability of replacement teachers. Factors to be considered include:
 - (a) size of classes;
 - (b) classes with children with additional learning needs;
 - (c) classes with a high proportion of students with problems;
 - (d) staff with special duties;
 - (e) staff with additional needs, such as first year teachers etc.
- 2.5 The Principal, in consultation with School Council, may vary this Policy if circumstances require it.