



TIMETABLING POLICY

RATIONALE

- The Wesley College School Board operates a Personnel Policy which addresses staff and employment matters.
- The Secondary Teachers' Collective Agreement (1 July 2019 to 30 June 2022), clause 5.1A establishes the requirement for Boards of Trustees to have a policy on timetabling, developed in consultation with teaching staff.
- Clause 51A requires this policy is to incorporate:
 - (a) The non-contact entitlements of 5.2.3 to 5.2.6 below as relevant for the type of school;
 - (b) Class size matters, including the class size provisions of clause 5.9;
 - (c) Reference to other matters, including hours of duty outside of timetabled hours, which impact on timetabling processes;
 - (d) A process providing for circumstances where genuine reasons during timetabling or at short notice, it is not possible to provide the non-contact entitlements described in 5.2.3(a), 5.2.4(a), 5.2.5(a) and 5.2.6(b) and where the employer has used reasonable endeavour and is unable to achieve the class size provision in 5.9.2

RELATED AND RELEVANT SCHOOL DOCUMENTS

- [Timetabling Procedure](#)

The Wesley College School Board approved this policy February 2021.
This policy will be reviewed on /before the February meeting 2024.

PRESIDING MEMBER

25 February 2021
DATE