

## Personnel

### Timetable Policy

#### Rationale

While most of the school does not operate timetables, classes, or period-based lessons, the Northern Health School Board recognises the need to provide a framework that ensures a student need based curriculum is provided in accordance with the NZ Curriculum Framework and the Health School Guidelines.

Each NHS Unit works differently, adapting to changing student numbers and individual needs, therefore consultation and decisions are best made within each Unit.

#### Purposes

To establish clear frameworks for timetabling decisions at the school.

#### Guidelines

- a) Consultation about timetables and non-contact time is carried out as necessary in each Unit as the team respond to changes in factors such as student numbers, needs and locations.
- b) Scheduling decisions are made with due regard to:
  - Equity and fairness for staff and students
  - Good employer and EEO principles
  - The requirements of the STCA
  - Efficient and effective use of resources
- c) Contact and non-contact entitlements of the STCA are met.
- d) Duties outside of timetabled hours, are considered.
- e) There is a process for addressing circumstances where, for ***genuine reasons*** it is not possible to provide the minimum non-contact time entitlements.
- f) The pastoral and curriculum needs of students are met.
- g) Teachers are assisted to manage the demands of preparing their classes and assessing students

Adopted	June 2024
Presiding Member	
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