



**Garin College - NAG 1 Curriculum Requirements and Student Achievement**  
**NAG 1**

**1.1 SCHOOL POLICY - Curriculum Delivery and Timetable Policy**

Delivery of the curriculum shall foster student progress and achievement and meet all Board expectations and legislative requirements. Therefore the Principal must ensure:

1. achievement of the Charter aims and targets
2. compliance with the National Administration Guidelines
3. there is a focus on the national priority groups of Māori, Pasifika and students with special learning needs in school planning and reporting
4. that Board approval is sought before changes to the school curriculum requiring increased expenditure or significant changes to programmes or staffing are made.

Timetabling and curriculum delivery procedures will follow the provisions of the Secondary Teachers Collective Agreement (STCA) in terms of:

- teacher contact and non-contact time
- class size
- hours of duty outside of timetabled hours for administration, pastoral care, meeting attendance etc.

The process providing for circumstances where, for genuine reasons during timetabling or at short notice, it is not possible to provide the non-contact time entitlements described in the STCA will be:

- the Principal will explain the circumstance to the teacher(s) concerned
- the Principal and teacher will explore ways to provide the non-contact time, which may be a combination of differing periods of time which total no less than the equivalent of five pro-rata non-contact hours
- the Principal and teacher will determine a preferred option to provide the equivalent of five non-contact hours
- where a mutually acceptable option cannot be found disputes will be resolved in accordance with the STCA section on disputes.

The process for providing for circumstances where, for genuine reasons, the employer has used reasonable endeavour and is unable to achieve the class size *expectation* of the STCA will be:

- explain the circumstances to the teacher(s) concerned
- identify any potential health and safety risks within the environment
- with the teacher(s) concerned develop a plan to mitigate the identified risks.

Date:

Signed

Board Chair:

**Review schedule Triennial**