



Policy Title **Timetable Policy**  
School Section: **Whole school**  
Audience: **Staff**

Reviewed: **Feb 2016**  
Reviewer: **SLT**  
Revision: **1.1**

# International School Seychelles



## **Timetable Policy**

*You are not born for yourself but for the world*

# International School Seychelles

## Secondary Timetable Policy

### UNDERLYING PRINCIPLES:

1. Heads of Departments make timetable allocations based upon:
  - Appropriate teacher for classes (strength and expertise)
  - Appropriate courses for students
  - Maximising learning outcome for students (low ability or practical classes may be smaller for example)
2. International school Seychelles must maintain its curriculum breadth and inclusive approach.
3. International school Seychelles must maintain and continue to improve its quality of teaching and learning and hence student achievement.

### POLICY:

1. Timetabling shall be prepared in accordance with the following contact hours based on whether a teacher is on a part time or full time contract as per Table 3  
At an early stage in the timetabling process the proposed timetabling contact hours for the following year will be available for discussion and agreement by staff members.
2. With the pressure on current school timetables the situation can occur where a teacher is teaching more than the number of contact hours stated in 1 above. Where in any week, a teacher exceeds the number of stated contact hours, the said teacher will either be given equivalent time off in the following week or paid overtime in accordance with the Employment Act of Seychelles, **PROVIDED ALWAYS** that no teacher shall be required to perform more than 10 extra contact hours in any month without the prior approval of the Chairperson or Treasurer. Where a teacher is required to perform more than 10 extra contact hours per month, the Head of the school (Secondary or Primary) shall first obtain the written consent of the said teacher unless it is in such circumstance where it is not practically possible to obtain the prior written consent of the said teacher.
3. Class sizes are affected by the number of subjects offered in the school, but will be appropriate to the size of the room, nature of the subject taught, and the year level of the subject. Class sizes will endeavour to be within currently accepted best practice; Where classes are very small the school will aim to maintain the subject but it may not be possible to staff.
4. Due to limitation on space and sometimes availability of a specialist teacher, some classes may be conducted outside of the normal school hours (i.e after 3.30pm – Mon – Fri or Sat). Where such situation occurs the teacher would be entitled to equivalent time off or to overtime payment **PROVIDED** the said teacher has exceeded the number of contact hours per week stated in 1 above. Where a teacher teaches outside the normal school hours but is still within the stated number of contact hours per week, the said teacher shall be entitled

to be off the school premises during the non contact hours for period equivalent to the number of hours taught outside of the normal school hours. The said teacher may accumulate his/her off premises hours and take them in bulk with the permission of the head of school provided that this does not result in the need for a cover to be provided.