

# TIMETABLES

## POLICY

### Why Timetables?

- Each teacher has a timetable to allow lessons to have a structured time.
- Each team has a shared planning time to allow collaboration and planning of lessons.
- To inform what each class has on for the day and if they are in the classroom or elsewhere.
- To provide information for replacement teachers
- To minimise clashes with classes using specialist rooms e.g. Library, LOTE Room, etc.
- Schools must conduct physical and sport education for the mandated time for all students in Years P–10 in government schools. The mandated times are:
  - in primary schools for years:
    - P–3: 20–30 minutes of physical education a day.
    - 4–6: 3 hours per week of physical education and sport with a minimum of 50% of that time for physical education.
- Timetables are a guidance of what should be taught and when, however if students are highly motivated and engaged in what they doing there is no harm in extending the lesson to allow students to be learning without interruption or being asked to stop.

### **Evaluation:**

This policy will be reviewed as part of our school's regular three-year review cycle.

This policy was last ratified by School Council in....

**June 2018**