



HEADLANDS SCHOOL  
SINCE 1965

# Timetable Policy

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| <b>Adopted by Governors</b> | Summer 2020                        |
| <b>Last Review Date</b>     | Summer 2023                        |
| <b>Next Review Date</b>     | Summer 2026                        |



## Headlands School

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## **Aims**

At Headlands School, we value the importance of creating a variety of experiences by way of a broad and balanced curriculum to help our learners progress through school providing many life and career opportunities. The school timetable is developed annually to reflect how the school offers the curriculum, provides for the learning needs and academic pathways of students, and makes optimum use of the available staffing resources.

On this basis the school will:

- Ensure the needs of students are the first and key priority when developing the timetable
- Ensure fairness, equality and impartiality in the timetabling process
- Comply with its legal requirements as a good employer
- Comply with the terms and conditions of teacher employment

## **Procedures**

The Head teacher will determine the allocation of staffing for the school. Every endeavour is made to allow a teacher to teach in their subject specialism area but occasionally they may be asked to teach a different subject, with the support and guidance of the subject leader.

Staff will be allocated 10% of the weekly timetable for PPA (generally rounded up to 3 periods).

Early careers teachers (ECTs) in their first year, will have an additional 10% (total of 5 periods). Then in their second year (ECT 2), will have an additional 5% (rounded to a total of 4 periods).

The Head teacher decides the time for Leadership and Management responsibilities.

The timetable cycle shall consist of five days, each with 5 teaching periods of one hour.

Tutor times and assemblies are not part of the formal timetable cycle and the majority of staff will be expected to have responsibility for a tutor group. All full-time teachers will be scheduled for duty periods during the week, except as negotiated individually with the Headteacher. Part-time teachers will be scheduled for duty periods on a pro-rata basis.

## **Timetable Structures**

Curriculum Plan - this is an ongoing document, updated yearly, that shows the structure of the curriculum for each year group and subject area based on student numbers, numbers of classes and also keeps track of staffing. This is the starting point for developing the timetable each year.

In KS3 we offer a broad range of subjects:

- English
- Maths
- Science
- Modern Foreign Languages

- History
- Geography
- IT/Computing
- Technology
- Art
- Drama
- Music
- Religious Studies
- Physical Education
- Forensic Reading

Students will study these subjects from Year 7 through to the end of Year 9. This covers the KS3 curriculum entitlement.

### **Options Process**

At the end of Year 9, students will choose their option subjects to study throughout KS4. They will be able to choose a minimum of 3 option subjects from a wide choice to compliment the compulsory core subjects they will continue to study. The options process will involve a one to one meeting with a senior member of staff and also an Options/Careers Parents Evening and assembly for more detailed information of each subject on offer and also more general information about Careers and the EBACC pathway. Once students have decided on their options, this information is compiled and the option blocks are created for the KS4 timetable. Option subjects will be taught 3 periods a week.

A similar process is undertaken by the Head of 6<sup>th</sup> form, following students receiving their KS4 results. Students will make their final decisions for their KS5 Level 3 qualifications. By this time the KS5 option blocks will be created based on their earlier preferences.

### **Timetabling Methodology**

Every effort is taken to ensure the timetable is fair and balanced across all subjects.

The core subjects are timetabled first and ensure an even distribution as far as possible. Then followed by KS4 Option subject blocks. Much of the timetabling of subjects is dependent on staffing restraints, for example part time staff. The school endeavours to give part time staff their choice of days to work in school, but this is not always possible. The timetable is slotted together in conjunction with staffing of the timetable of the foundation subjects.

There are circumstances when the timetable is modified:

- When Y11 and Y13 start their exam season the timetable is reconstituted to allow for extra revision sessions at more appropriate times, e.g. immediately before an exam in a subject.