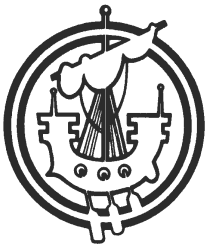


COMHAIRLE NAN EILEAN SIAR

Department of Education

Local Negotiating Committee Agreement

Title:	Reduction in Class Contact Time
Date:	11 May 2004



COMHAIRLE NAN EILEAN SIAR

Department of Education

Local Negotiating Agreement: May 2004

REDUCTION IN CLASS CONTACT TIME

Requirement from August 2004 - 23.5 hours

Requirement from August 2006 - 22.5 hours

- The maximum number of hours refers to actual timetabled class contact.
- Other elements, which can be allocated as part of the 35 hour week, are not included.

Examples of such are:

- Department meetings
- Choir practice
- Team practice
- Other non-timetabled activities, including management tasks.

Sector	Implementation
Primary	<p>The reductions will be effected by assessing:</p> <ul style="list-style-type: none"> • Input of itinerant specialists to schools. • Input from secondary staff in S1-2 schools, where staffing situation allows. Such input will relate to the teacher's own subject, and will be require the agreement of both parties. If staff development needs are identified, appropriate provision should be made to meet these needs. • Timetabling by combining classes at particular times, where class groups can be combined for parts of the week not catered for by the above, without breaching composite class numbers. This can allow expertise of particular teachers to be used effectively. • Top-up as necessary where none of the above are practicable.
Secondary	<p>In the event of any shortfall which can not be met by timetabling within the formula entitlement of the school, appropriate adjustments may be made to the staffing entitlement of individual schools, following negotiation with the Education Department, provided a school can demonstrate that all possible options have been explored.</p> <p>It should be appreciated that it may not be possible to provide specialist cover for the small element of time that is likely to be involved.</p>
Itinerant staff	<p>The calculation for itinerant staff will include actual timetabled class contact and a reasonable allowance for travelling time during the school day.</p> <p>If a shortfall is identified, the Head of Secondary Education and Human resources will explore options to address this issue, including adjustments in timetabling.</p>