



**Mildura Senior College**  
**SCHOOL-BASED CONSULTATION 2020**  
**for the Victorian Government Schools Agreement 2017**

**2.03**

**Note:**

*In some circumstances, these conditions may be varied, but only after consultation (in line with the VGSA 2017). The most likely reasons for such variances are efforts to ensure broad curriculum access for students and equity for staff.*

**TEACHING STAFF**

**TEACHING ALLOTMENTS**

**VGSA 2017 maximum face to face teaching time is 1200 minutes/week.**

The current VGSA 2017 guidelines allow for the maximum allotment for a full time teacher at Mildura Senior College to be:

4 classes plus Pathways session and up to 19 extras for the year with a goal of no more than 1 extra per week. With Wednesday morning tutorial sessions.

However, to recognise the demands of teaching VCE, VET and VCAL classes to senior students, the goal is that staff will teach one of the following:

Total FTF / week = 1110 minutes 4 classes plus Pathways & Wednesday morning tutorial sessions. 19 extras per year with a goal of no more than 1 extra per week.

This is below the 20 hours per week face to face as stipulated in the current VGSA 2017.

**2020 - New Timetable.**

All time fractions are within the VGSA.

All staff are who are currently on substantive time fractions are not required to, nor will not be asked to change their current time fraction. Staff may negotiate individual arrangements with the Principal.

Time fraction options:

<b>Time Fraction</b>	<b>Class Requirements (not including any time release for additional role)</b>	<b>Full Days not required</b>
1.0	4 classes + Pathways  Schedule Wednesday Support	
0.8	4 classes  No extras	(check two options)
0.7	3 Classes + Pathways	Wednesday
0.42	2 classes	Monday & Wednesday

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Staff on the following substantive Time Fractions will have the following allocations:

Time Fraction	Class Requirements (not including any time release for additional role)	Full Days not required
1.0	4 classes + Pathways Schedule Wednesday Support	
0.9	4 classes + Pathways	
0.8	4 classes No Extras	(two options)
0.7	3 Classes + Pathways	Wednesday
0.5	2 classes + equivalent of 90mins of extras a week	Monday & Wednesday

Please follow the link: <S:\Whole School\Allotment Information 2019\2019 Timetable Time Fractions.xlsx>

For visual representations of what part time fractions may look like. These are a **guide only of teaching blocks and an indication of time required on site**. Required hours of attendance is dependent on EFT and attendance will be confirmed with the Daily Organiser. Individual Meeting schedules will be created for each Part time Staff member based on PLT A & or B requirements.

**TIME ALLOWANCES**

Whilst there is no provision for Time Allowances in the current Agreement, these may be granted at the discretion of the Principal. The goal is to ensure a time allowance that recognises the complexity of the role. All members of the Leadership Team (except the Principal) will have a teaching allotment.

Teachers will have a task or tasks allocated via the role points system which may involve a time allowance. (E.g. School Leadership, Subject Leader, etc.) A list of Time Allowances will be published each year.

Time allowances are dependent on an allotment process that ensures all classes are covered by a teacher.

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**YARD DUTY**

Yard Duty is a requirement of the teaching profession and is within the 'other' 8hrs of duty, outside of the 38hrs 'face to face'. Yard Duty will be allocated based on the need to fulfil a duty of care to all students.

The aim will be that the allocation of Yard Duty will be;

1.0EFT – 0.8EFT = 2 Yard Duties all year

0.6EFT – 0.7EFT = 1.5 Yard Duties all year. (e.g. 1 in Semester 1 and 2 in Semester 2)

0.2EFT – 0.5EFT = 1 Yard Duty all year.

*Note: Where all staff are not required to have a full quota of Yard Duty allocation the priority will be to reduce Yard Duty allocation for staff teaching 4 classes + Pathways during that Semester.*

**MEETINGS**

The current agreement outlines teacher responsibilities in attending Parent Student Teacher (PST) conference and sessions for staff such as Staff and Faculty Meetings (PLTs), Briefings and Professional Development activities. These meetings will be for up to 2 hours per week with an additional hour per week by negotiation.

Any staff member who cannot attend any meetings should tender an apology with reasons to the person chairing the meeting or the Principal.

Where appropriate meeting free weeks will continue to be allocated.

**CEREMONIES**

The College conducts 2 major ceremonies in February and December (Commencement of the Academic Year and Graduation) and an Open Day (August) each year. These events showcase our College facilities, values and student achievement in a variety of fields.

It is important that all staff attend these events both as a professional responsibility and to ensure that relationships with our College Community are strengthened. Any staff member who is unable to attend any of these events should tender an apology with the Principal.

The current Agreement does not have provision for Time in Lieu to be granted for attending these events, with the expectation of Open Day.

**EXTRAS**

A list of extras allocated will be published each term by the Daily Organiser.

**CLASS SIZES**

The goal is that class sizes are at a maximum of 25 students.

Due to late enrolments or course changes, in certain circumstances it may be necessary for this number to be a maximum of 27 until the February census.

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A class size of above 25 students after the February census will only occur if the teacher is consulted and agrees to this figure. This consultation will involve the offer of AEU and/or colleague representation. In order to achieve this goal, late enrolments will be directed to existing spaces by the Assistant Principal Student Pathways.

If student enrolments rise significantly, then additional staff will be sought in the appropriate subject areas.

Given the nature of equipment used and activities undertaken in practical classes, the goal is that these classes should be as manageable as possible, and should not exceed 22 students after the February census. During February, a maximum of 23 students is the goal for practical classes.

*The process for reallocation of students prior to February Census will be clearly outlined and presented to staff on return in 2020.*

**TIME IN LIEU (PST CONFERENCES & OPEN DAY)**

Time in Lieu (TIL) shall be granted pro rata by the Principal for attendance at PST Conferences and Open Day if they are not attached to the end of the normal school day.

The publication of the end of year PD calendar will include 2 days set aside as recommended TIL days. Every attempt will be made to complete this calendar as soon as possible. Any TIL day must be approved by the Principal. The goal is that teachers will not be granted TIL during the period when significant Student and Professional Learning programs are scheduled.

The maximum TIL a teacher shall be granted pro rata by the Principal for attendance at Open Day is 3 hours.

Staff will be free to request an appropriate alternative day that does not affect PD attendance (Note: TIL will not be granted when staff PD or College Events are scheduled).

**PART TIME STAFF**

Part-time staff will have a classroom teaching allotment aligned with their time fraction.

For example, a staff member on a 0.7 Time Fraction would typically be allotted 3 classes and a Pathways class.

Part time staff are expected to attend other scheduled events such as PST Conferences, Graduation, Open Day and the Commencement Ceremony.

Part time staff will be allocated extras on a pro rata basis.

As all part time staff teach on Monday afternoons, they are required to attend scheduled meetings on this day or negotiate PLT attendance or rotation between these meetings with the Assistant Principal – Student Programs.

Part time staff that miss other meetings due to their rostered time off are expected to liaise with meeting conveners to ensure they remain informed about issues and decisions arising from these meetings.

When classes conclude, part-time teachers are expected to attend for their normal timetabled period unless an alternative arrangement is negotiated with and signed off by the Principal in advance. The mutual goal here is that the teacher should attend as many PD sessions as possible and agreement to such requests will depend on the impact on the schools program.

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**SHORT TERM PERSONAL LEAVE**

Staff may take short term personal leave not entered on eduPay provided:

- 1) Normal sign out procedures are followed
- 2) This leave does not create extras
- 3) This leave is less than 80 minutes
- 4) Access to such leave should not exceed 2 occasions per term

Short term personal leave is for time that a staff member is not in attendance which is not covered by DEECD leave entitlements.

**NON-TEACHING STAFF (EDUCATIONAL SUPPORT)**

**ATTENDANCE AND HOURS OF DUTY**

A normal week for full time teaching and ES staff = 38 hours

A full day on duty = 7.6 hours

Full time ES staff may have a variety of start and finishing time but the standard is 8.30am – 4.36pm (30 minutes unpaid lunch)

Term 1 classes commences at 8.50am on **Tuesday 28 January 2020**. Recall days for the following year shall be as notified by writing during Term 4.

**TIME IN LIEU**

An education support class employee is entitled to time off in lieu where he or she is required to work in excess of his or her ordinary hours of work. Time off in lieu is equivalent to the additional time worked, with the exception of overnight excursions. Please refer to the *ES Time In Lieu Policy* for further information.

Time in Lieu (TIL) shall be granted pro rata by the Principal for attendance at PST Conferences if they are not attached to the end of the normal school day.

Time in Lieu (TIL) shall be granted for pro rata for attendance at Open Day and Enrolment evenings and other activities outside of “normal” working hours.

Staff can nominate a time when TIL can be taken after the publication of the end of year PD calendar. This day must be approved by the Assistant Principal – Student Programs and the Business Manager. The goal is that staff will not be granted TIL during the period when significant Student and Professional Learning programs are scheduled.

**SHORT TERM PERSONAL LEAVE**

Staff may take short term personal leave not entered on eduPay provided:

- 1) Normal sign out procedures are followed
- 2) This leave does not create extras
- 3) This leave is less than 80 minutes
- 4) Access to such leave does not exceed 2 occasions per term

Short term personal leave is for time that a staff member is not in attendance which is not covered by DEECD leave entitlements.

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**RECALL DAYS**

Education support class employees employed on a can be required to attend for duty and/or professional development up to a maximum of 6 days during two school holiday periods in a year. Unless the principal and the employee agree otherwise, attendance for the six days is subject to the following:

- Attendance can only be required at the commencement or conclusion of a school holiday period.
- Reasonable notice is provided, being not later than four weeks into the preceding term.
- An employee at education support class level 1 cannot be required to work in isolated circumstances or to attend unless a responsible manager is present.
- An employee can only be required to perform duties consistent with his or her role(s) and responsibilities and dimensions of work as listed in the Victorian Government Schools Agreement 2017.

**Evaluation**

<i>Ratified by:</i>	<i>Consultative Committee</i>	<i>Ratified date:</i>	<i>12.05.2014</i>
<i>Document Owner:</i>	<i>Principal</i>	<i>Reviewed date:</i>	<i>10.09.2019</i>
<i>S:\Admin\Policy Docs\Policy Register\2.02 School Based Consultation VSGA 2020</i>		<i>Review Cycle:</i>	<i>Annually (Sept)</i>
<i>Principal Approval:</i>			

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