

Principles of Timetabling

27th April 2021

Martina Donnellan – Fingal Community College

Noel Kelly – Griffeen Community College

Content:

- Actual allocation -Breakdown/Analysis
- Reading utilisation sheets.
- PTTCF/Online Part time pay roll
- Guidance
- SEN allocation including ASD
- Curricular planning
- Options
- Staff auditing trail
- Predicting allocation/Revising plans
- Curricular Concessions

Tara Hill Community College -CO.MEATH

	<i>2021/2022</i>	<i>This is ALL <u>based on</u> OCTOBER returns 2020</i>
<i>Student Numbers:</i>	<i>854</i>	
<i>PTR:</i>	<i>44.95</i>	<i>854 /19:1=44.95 (AP1/AP2 BASED ALSO ON THIS NUMBER)</i>
<i>Principal</i>	<i>1</i>	
<i>Deputy Principal</i>	<i>2</i>	<i>OVER 700- 2 DP'S/ OVER 900 -3 DP'S</i>
<i>Guidance</i>	<i>1.21</i>	
<i>Junior Cycle</i>	<i>1.29</i>	<i>40 MINS PROFESSIONAL TIME</i>
<i>Junior Cycle - Concession</i>	<i>0.26</i>	<i>THIS ADDED TO ABOVE- 50 TEACHERS 40M PROF TIME week</i>
<i>Special Needs</i>	<i>8.78</i>	
<i>EAL</i>	<i>1</i>	
<i>Programme Co-ordinator</i>	<i>0.27</i>	<i>BASED ON OCT RETURNS RE LCA/TY/LCVP NUMBERS</i>
<i>Substitution CL</i>		<i>Pending- USUALLY LATE SEPTEMBER</i>
<i>Projections - Provisional</i>	<i>2**</i>	<i>This allocation will not be sanctioned until confirmation of Projections in October-</i>
<i>Total Allocation:</i>	<i>62.76</i>	<i>Inclusive of Provisional Projections Allocation</i>

** Please note: No contracts should be entered into with teachers in respect of Provisional Projections allocation until:*

- 1) Confirmation of actual enrolment numbers in September/October 2021.*
- 2) Additional allocation is confirmed by the Department to ETB.*

Page Layout Formulas Data Review View Help

Font: Size 10, Bold, Italic, Underline, Color, Background Color, Text Color, Text Direction, Wrap Text

Alignment: Merge & Center, Indent, Decrease Indent, Increase Indent, Orientation, Text Wrapping

Number: General, Percentage, Decimals, Thousands Separator, Negative Numbers in Red, Rounding

Conditional Formatting, Styles

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Reading Utilisation Sheets:

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	23.99	<i>utilisation of main complement of teachers as above</i>
<i>Part Time Usage To Date:</i>	0.45	
	24.44	<i>Total current utilisation inclusive of Part time usage to date</i>
<i>Teacher Allocation:</i>	25.00	
<i>Utilised to Date:</i>	24.44	
<i>Balance:</i>	0.56	<i>Current Balance remaining - changes each month as part time claim</i>
<i>time hours and FTE(WTE) of same</i>		

PTTCF

Steps for Monthly Process

Create Contracts. (Contracts and Requests)

Enter Daily Adjustments. (Adjustments and Daily Reports)

Generate Daily Reports. (Adjustments and Daily Reports)

Create Timesheets. (Timesheets and monthly Reports)

Run Timesheet Reports. (Timesheets and monthly Reports)

Close Period. (Timesheets and monthly Reports)

Contracts and Engagements



Create Request



Search Requests



Terminate/
Update Live
Engagements



Search All
Approved
Engagements



Code/Enter
Adjustments



Review
Timesheets



Submit
Timesheets

Guidance Allocation:

Allocation

ALLOCATION: 19:1

How do we get it?

Total number of students returned as of the 31st October

E.G **793** students returned /19 = **41.74**

Guidance Allocation

- Guidance Allocation: 18.5 : 1
- E.G. **793/18.5** =42.86- 41.74= **1.3**
- **1.3** IS YOUR ALLOCATION FOR GUIDANCE WEEKLY
- 1.3=**28.5** HOURS WEEKLY= 951.9 HOURS FOR THE YEAR

Use of
Guidance
Hours:

How are you
going to use
it?

40-minute/1hour classes

Measure number of students that
you have to cater for:

Time allocated to 1 to 1 guidance

Small group or classroom contact

EDUCATION FOR GUIDANCE IN NON-DEIS SCHOOLS 2018/19 (WTE)			1.26 WTE
EDUCATION FOR GUIDANCE IN NON-DEIS SCHOOLS 2018/19 (Hours per week)			27.73 Hours
Group	Number of Students per Year Group	Time in Minutes on Guidance Counsellor's Timetable for one-to-one and small group counselling per student per school year	Time in hours on Guidance Counsellor's Timetable for one-to-one and small group guidance counselling per Year Group per school-year
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
STUDENTS	0		
Hours for one-to-one & small group guidance counselling per school year			0.00
HOURS for planned one-to-one & small group guidance counselling per week			0 Hours
WTE for planned one-to-one & small group guidance counselling per week			0 WTE
Total to include unexpected learning needs and support for Support Team per week		%	#VALUE!
			#VALUE!
Time available for essential Careers Guidance Counsellor Class Contact			#VALUE!
			#VALUE!
Time allocated to Guidance Counsellor from Curricular Timetable			#VALUE!
			#VALUE!

SEN Allocation

- SET allocation
- Included with allocation
- Isolate and ring fence
 - AEN/SEN & Special Class allocation
- Work with SENCO
- Policy, procedure and practice differs from school to school
- <https://ncse.ie/set-hours-and-sna-allocations>
- Circular No 0014/2017

Timetabling of SEN Hours

The screenshot displays a web-based timetabling application. At the top, there is a search bar and navigation tabs for 'Dashboard', 'Groups', 'Classes', 'Students', and 'Teachers'. The 'Students' tab is active, showing a list of student names: GMURPHY, DVEALE, MFARRELL, and CFG. Below this is a grid of class blocks. Each block contains a subject code (e.g., 2lri-9.4, 2Mat-10.3, 2Eng-11.1), a teacher's name (e.g., CGALLAGHER, SMORAN, AMF), and a small icon for editing or deleting. The grid is organized into rows and columns, with some cells empty. At the bottom of the screen, there is a taskbar with various application icons, including a calendar, a file explorer, and a web browser.

Teacher	Class	Teacher	Class	Teacher	Class	Teacher	Class	Teacher	Class
CGALLAGHER	2lri-9.3	SMORAN	2lri-9.1	AMF	2lri-9.2			SDELAHUNT	2Learning
EKINSELLA	2Mat-10.2	AO'REILLY	2Mat-10.1	RLUDDEN	2Mat-10.4			MO'ROURKE	2Mat-10.5
SHAUNA FLYNN	2Eng-11.2	ACMOORE	2Eng-11.3	AWARD	2Eng-11.4				
						SDELAHUNT	2Learning	SMORAN	2lri-12.2
						AMF	2lri-12.3	CBBREATHNACH	2lri-12.4
						RLUDDEN	2Mat-13.2	EKINSELLA	2Mat-13.3
						TJMAGUIRE	2Mat-13.1	BCOU	2Mat-13.5
						ACMOORE	2Eng-14.1	GLEAHY	2Eng-14.2
								EGILLOOLY	2Eng-14.3

Documentation of Hours

	Allcoation	EAL	SET	CROí
Joe Bloggs	0.49	0	0	0
Peter Bloggs	1	0	1	0
Jayne Bloggs	1	0	0	0
Sarah Bloggs	1	0	2	0
Philip Bloggs	1	0	0	0
Tom Bloggs	1	0	0	1
James Bloggs	1	0	0	0
Ann Bloggs	1	0	2	0
Rachel Bloggs	1	4	0	0
Paul Bloggs	1	0	2	0
Joan Bloggs	1	0	3	3
Thomas Bloggs	1	0	4	0
Andrew Bloggs	1	0	3	0
Alex Bloggs	1	0	0	0
Gill Bloggs	1	0	1	2



November
brings
a cautious
breathing
space

- **Phase 1**
- August to November
 - Set up contracts
 - September Returns
 - October Returns
 - Monitoring and Tracking Utilisation
 - PTTCF/Part time payroll System
 - S&S
 - Timetable

Domain 1 – Leading Learning and Teaching

STANDARDS	STATEMENTS OF EFFECTIVE PRACTICE	STATEMENTS OF HIGHLY EFFECTIVE PRACTICE
Manage the planning and implementation of the school curriculum	<p>The board of management and the principal provide a broad and balanced curriculum.</p> <p>The principal and deputy principal efficiently manage curriculum-related planning.</p> <p>The principal and deputy principal are committed to ensuring that the school curriculum is implemented in a way that provides valuable learning experiences, and are working to that end.</p> <p>For the most part, the principal ensures that the timetable allocation for each subject is in line with syllabus/subject specification guidelines.</p>	<p>The board of management and the principal provide a broad and balanced curriculum, making deliberate and informed efforts to meet the needs of the students.</p> <p>The principal and deputy principal strategically and efficiently manage curriculum-related planning.</p> <p>The principal and deputy principal work purposefully to ensure that all aspects of the school curriculum are implemented in a way that provides all students with valuable learning experiences.</p> <p>The principal ensures the allocation of appropriate time for each subject on the school timetable, in line with syllabus/subject specification guidelines and the identified needs of students.</p>

How are we doing?

Leading Teaching and Learning

Sample 3 Year Curricular planning 1 Hour Classes (2021 Cohort)

Subject	1st year	Required	2nd year	Required	3rd Year	Required
Tutorial	1	7	1	7	1	7
English	3	21	2	14	3	21
Irish	2	14	3	21	3	21
Maths	3	21	2	18	3	27
History	2	14	3	21	2	14
Geography	2	14	3	21	2	14
PE	1	7	2	14	1	7
CSPE	1	7	1	7	1	7
SPHE	1	7	1	7	1	7
Wellbeing	1	7	0	0	0	0
Religion	2	14	3	21	2	14
Language	2	18	2	18	3	27
Science	2	18	2	18	3	27
Option 1	3	20	2	20	2	20
Option 2	3	22	2	22	2	20
Totals	29	211	29	229	29	233

Phase 2: November to February



Curricular planning



New 1st years versus 6th years leaving



Time requirement



Options for 1st Year - process used and what to offer



Options for 5th Year – process used and what to offer

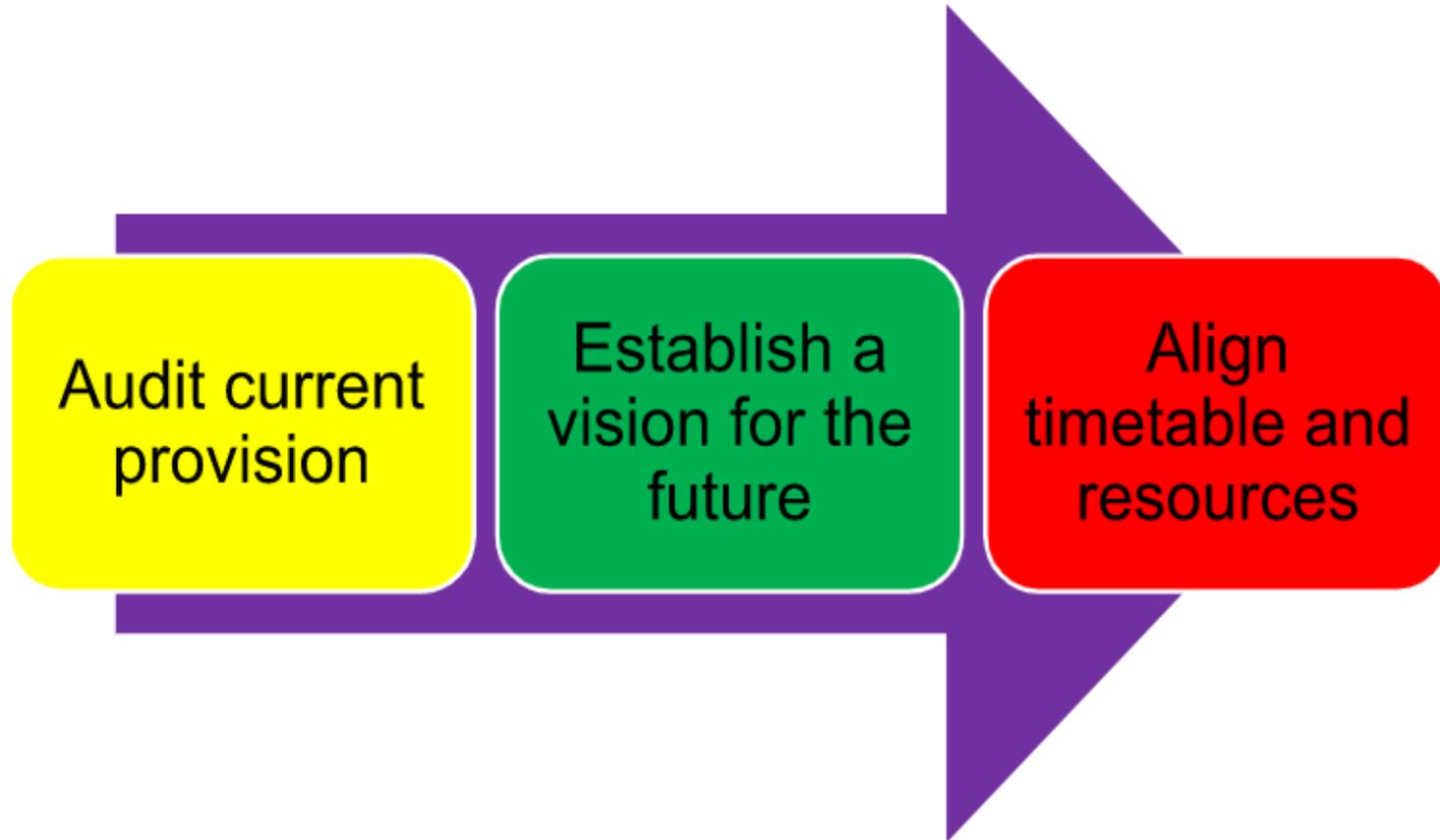


Option information sessions

Planning and
review
November
to
March



Audit to future Timetable



Phase 3: March - May



Predicting allocation



Looking back to September/October
returns



Will the allocation fall – what needs to
happen



Will the allocation rise – why and what
need to be addressed

Curricular Concessions Application



Requirement on school management



Sudden and unanticipated difficulty



If difficulty not solved via staffing allocation through it's school planning and management processes



School is in a developing or declining enrolment situation.

Curricular concessions may not be sought for:

Special Education Needs – refer to the NCSE

EAL support – submit an appeal to Head Office

PLC – to be managed within the PLC allocation

Chaplain

Aonad

Small School/Single Catchment area

Traveller support

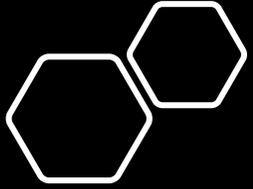
Sanction of an application from a teacher for approved leave of absence, i.e. jobshare, career break or secondment



Curricular concessions may not be sought for:

- Leaving Certificate Applied programme – allocation is provided
- Guidance Provision – allocation is provided based on enrolments
- New Leaving Certificate Subjects -
 - Politics/Science, PE, Computer Science
- Wellbeing
- Religion – See Circular 13/2018
- Junior Cycle Reform professional time
- Retention or development of a curricular provision that cannot be sustained within enrolments, staffing entitlement and school plans





Before deciding to apply for a curricular concession(s)

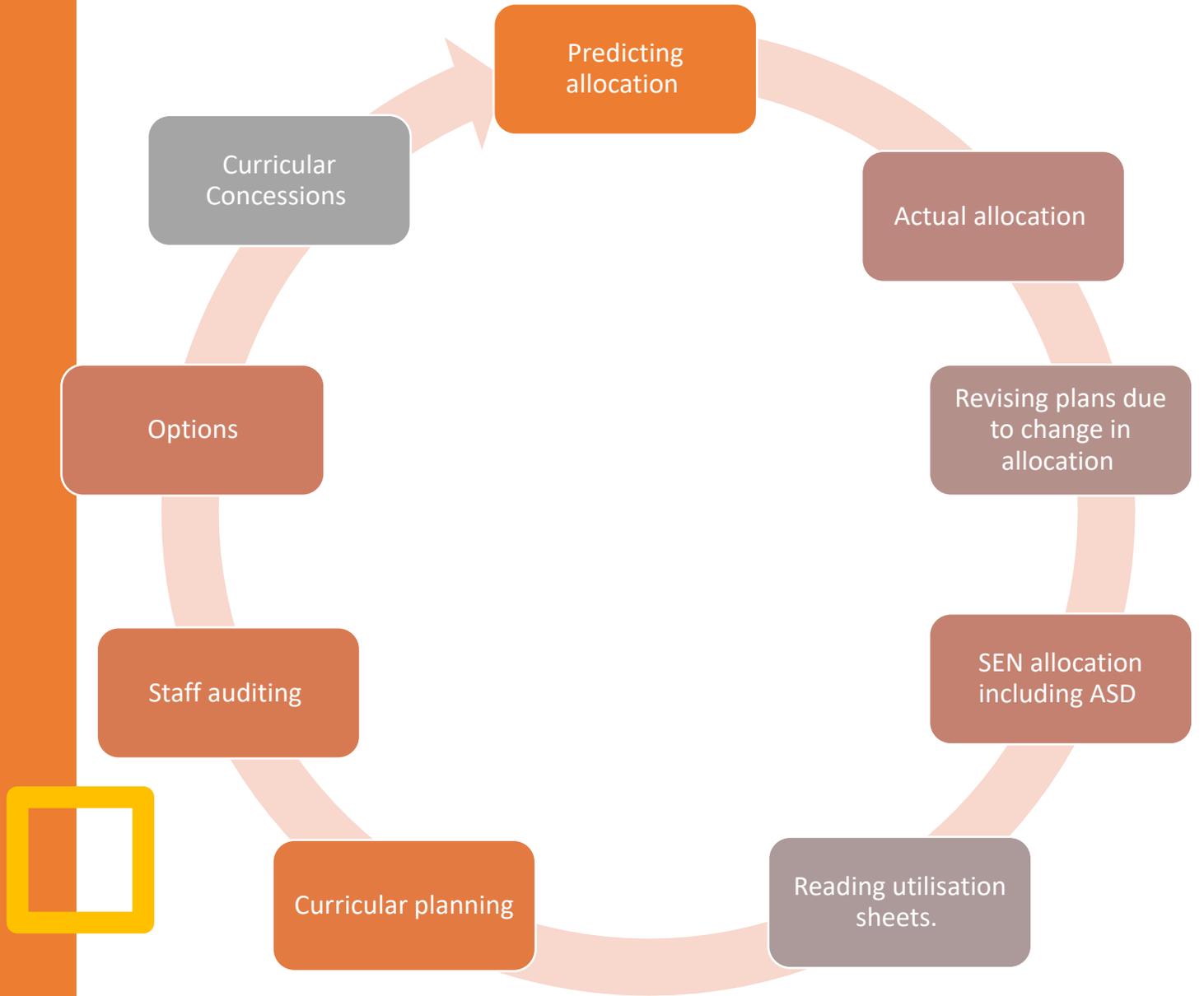
A school must first:

- Conduct a comprehensive review of curricular planning and staff deployment (curricular audit) to ascertain if the curricular needs of the school can be met within the normal staffing allocation from 2021/2022 onwards.
- Ensure that all approved teaching posts are fully utilised and timetabled.
- Consider if the school will be eligible for an additional allocation in respect of projected increase in enrolment in the 2021/2022 school year. This allocation may be sufficient to complete the timetable.
- Consider the options of inter-school co-operation at local level in the sharing of existing teaching staff and resources, especially in regard to minority subjects in order to provide efficient and effective educational services to the locality.

The application should include the following information:

- How the situation arose
- How the school authority has engaged in effective school planning and staff deployment to address the shortfall
- The period for which short-term support is needed to enable the school authority to respond to identified curricular problems (normally for 1 school year, but not exceeding 3 school years)
- Any particular requirements of small stand-alone schools
- Potential for curricular needs to be met through inter school co-operation arrangements with neighbouring schools
- Exceptional factors that the school authority considers to be relevant
- NOTE: Over time, concessions lead to CIDs

Then the cycle continues & starts over again





Thank
You

**For any further queries please do
not hesitate to contact us at:**

Noelkelly@griffeencc.ie

Mdonnellan@fingalcc.ie

Have a great summer!