

Timetabling Procedures

Academic Year 2021/22

Document title:	Timetabling Procedures
Audience:	Students, Staff and Parents
Version:	1
Approved by:	Senior Leadership Team
Date approved:	January 2021
Date of next review:	November 2021
Document Owner	VP Curriculum

Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
1	Revision	January 2020	Re-written

Monitoring and review

These procedures will be reviewed every 12 months in line with the Student Class Timetabling Policy

Policy summary

The purpose of the policy is to ensure that timetabling is completed in a timely manner, meets the needs of the students and enable staff to monitor attendance effectively.

The college will:

- Ensure that timetabling is completed in line with the Business Planning cycle
- Ensure that **maths** and **English** lessons will be given priority and will be timetabled first and vocational classes are timetabled around these classes.
- Ensure that the timetabling process is validated and signed off by the Heads of Departments.
- Ensure that students have access to their timetable within 24 hours of enrolment

Timetabling Procedures

The **Vice Principal (Curriculum)** is responsible for:

- Ensuring that the college timetable is planned and completed as per the business planning process timeline

The **Head of Department, maths and English** is responsible for:

- for ensuring all maths and English classes are timetabled first into SHAPE
- ensuring that learning environments have the appropriate material and displays in the learning environment
- accessing the college systems and keeping the maths and English timetables updated
- ensuring that suitable alternative accommodation is arranged

The **Head of Department (curriculum)** is responsible for:

- for ensuring maths and English staff are given priority to align with the timetabling requirements
- for ensuring that vocational classes are timetabled effectively around the maths and English classes
- accessing the college systems and keeping the timetables updated
- ensuring that they manage the input into college systems is timely and accurate

The **Head of Facilities Management** is responsible for:

- supporting the heads of department to create inspiring learning environments
- Keeping the learning environment fit for purpose

The **Head of Health and Safety** is responsible for:

- Ensuring that the college estate is safe for student, staff and visitors to be on site
- Inform the Vice Principal, Curriculum and Development when there is a condition that may/will affect students being able to attend classes

The **Head of MIS and Student Records** is responsible for:

- Ensuring that staff have the appropriate and available access to the college timetabling system
- Providing training and updates to users to be able to effectively use the timetabling systems