



# Timetabling Policy

## Academic Year 2022/23

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<b>Audience:</b>	All staff, students
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<b>Document author(s):</b>	VP – Curriculum
<b>Document Owner</b>	VP – Curriculum
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### Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
1.1	Update	04/05/21	Updated Owner
1.2	Revision	18/10/21	Additional requirements included

### Monitoring and review

This policy will be reviewed by SLT every year.

# Timetabling Policy

## Purpose of the Policy

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 Induction, Enrichment and Work Experience are timetabled
- Ensure that the importance of Independent Study is raised and timetabled
- Ensure that timetables are collapsed where impacted by exams
- Ensure that the timetabling process is validated and signed off by the Departmental Heads.
- Ensure that timetables are quality assured prior to approval
- Ensure that a timetable is available for students on the day they enrol
- The timetable is validated annually to ensure that timetables are able to be completed by the end of May each year

## Linked Policies

Student Attendance policy

Teaching, Learning and Assessment Policy

Blended Learning Policy

## Linked Procedures

Business Planning Process

Timetabling Procedure