



**Penola**  
CATHOLIC COLLEGE  
1964

## EXTRAS POLICY

### Introduction

As required by the Agreement, schools are to develop and give consideration to the following:

- Equity of distribution.
- Individual staff preferences.
- Pastoral Care.

### Full Teaching Load

According to the Agreement:

**Full time teachers** may be allocated a maximum of 20 hours per week of scheduled class time.

**Part time teachers** shall be allocated a pro rata amount of scheduled class time.

**First year teachers** may be allocated a maximum of 18 hours per week of scheduled class time.

At Penola Catholic College, the full time teaching load is 1200 minutes. Homegroup allocation will be in accordance with the Agreement.

A few staff may be under-loaded. This requires the introduction of “top-up” classes that are not considered as extras, and of course, replacement classes are not considered as extras either.

Some definitions of these terms are, in order:

- **An extra** is defined as any class taken which is in excess of the school determined maximum number of periods to be taught in a cycle.
- **A replacement** is a class that is assigned to a teacher when that teacher’s timetabled class is cancelled. A replacement class does not have to coincide with the exact time of the class-time lost.
- **A “top-up”** class is any class given to a teacher who is under loaded to bring them to a full teaching load. All staff will be given an indication of the number of top ups they could be given each week, at the start of the school year.

## **Maximum Number of Extras**

According to the Certified Agreement 2004 – 2007 (section 4.3.7.3)

- Teachers can be allocated 18 hours of extras per annum averaged over the year with no more than one extra per week.
- First Year teachers can be expected to take up to a maximum of .8 of a full-time teacher's extras allocation.
- Part time teachers can be expected to take a pro-rata extras allocation.

## **Pastoral Care Issues**

### **Special Circumstances**

There might be times when members of staff have circumstances that might temporarily exclude them from "extras", "top-ups" or "replacements". This information needs to be communicated to both the Daily Organiser and the Head of Campus at the earliest possible time so that the issue can be addressed.

### **Leaving Adequate Work for the Students in a Particular Class**

Except in the case of an emergency or illness, staff members are to leave adequate work for the member of staff responsible for supervising the "extra", "replacement" or "top-up" lesson. In the case of "Practical Classes", students should be given written project work unless the supervising teacher is qualified in that specialist area.

In the case of PE classes, practical extras may be left in this area and may proceed with the consent of the supervising teacher.

## **Equity in Distribution**

### **Allocation**

The Daily Organiser shall have responsibility for the allocation of the extras, top-ups and replacements. A list of staff loads showing class time, the time allocated to other duties and the number of periods under load will be used by the Daily Organiser to allocate additional supervision. Allocation will be on the basis of distributing "top-ups" before "extras" wherever possible.

- Where possible, staff with a very full day should be spared either a "top-up" or an "extra".
- Where possible, a teacher shall not be given an "extra" or "top-ups" on the day he or she returns from being away ill.
- Non-Homegroup teachers who regularly take homegroup extras, am and pm combined, will be given a 1 period extra allocation per every 50 minutes of homeroom taken.
- Yard duty extras will be distributed equitably.

- On an individual basis, the Daily Organiser will give consideration to additional activities that people have been involved in so that there is equity in the distribution of extras.

## **Appeals**

If a member of staff feels there is an inequity with respect to “extras”, “top-ups” or “replacements”, the matter must be taken up with the Head of Campus and not the Daily Organiser.

## **Record Keeping**

To ensure that the Principal and staff are kept informed with respect to the allocation of extras, replacements and top ups, the Daily Organiser from each campus will provide the Head of Campus and the Principal with a record of extras, replacements and fill-ins at the end of each term. Staff will have access to this record from the Daily Organiser.

## **Replacement Classes**

It is recognised that all members of staff are engaged in various aspects of course development and evaluation. The priority given to the concept of “equity” will imply that teachers who are no longer required to teach classes at a year level will be issued with “replacement” classes. To enable an equitable distribution of face-to-face classes, it is envisaged that a staff member may receive a maximum of 80% replacement for classes foregone. Consideration will be given to people with POL’s, additional duties and to the number of classes currently being taught. By arrangement, teachers who have been allocated Year 11 and 12 classes will be asked to assist at other year levels and on the Glenroy campus in November and December.

## **Exemptions**

In some circumstance the College reserves the right to grant exemptions from taking extras to individual staff for particular responsibilities undertaken in addition to their normal workload.

However, there are times when staff have a commitment to other programs within the school that make them eligible for an exemption from extras for a specific period of time. In these situations, staff are invited to apply for this exemption through their Head of Campus.

## **Individual Staff Preferences**

### **Positions of Leadership**

The Principal and Deputy Principals will be available for extras by negotiation. POL holders are encouraged to nominate their co-ordination periods so as to enable them to plan their co-ordination time.

The Daily Organiser will consider these requests in the allocation of extras. If circumstances permit, the Daily Organiser will avoid these lessons for allocation of “extras” or “top-ups”.

## **Other Staff**

On occasions, staff members have reason to request that they remain free of extras to attend meetings, etc. The Daily Organiser will consider these requests when allocating extras. If circumstances permit, the Daily Organiser will avoid these lessons when allocating “extras” or “top-ups”.

## **The Matter of Communication with Respect to Extras**

Staff members will be given a pro-forma by the Daily Organiser, which indicates the class being allocated is an “extra”, a “top-up” or a “replacement”. This pro-forma will also indicate the date, the room for the class, the staff member being replaced and should be accompanied by any work that has been set and a list of students who should be in attendance.