

CONTACT TIME POLICY

AIM

The policy is aimed at protecting the right of learners to receive tuition during the time allocated to it. Parents expect their children to benefit fully from education while they are at school.

THE SCHEDULED WORK TIME OF EDUCATORS ASSOCIATED WITH THE INSTITUTION

- The scheduled work time of educators is as follows:
 - all the time during a school term, both inside and outside the formal school day, and
 - those days during institutional closing times (school holidays) that are officially scheduled for educators for administrative tasks or to attend developmental programmes.
- According to Regulation 23 of the Regulations on the Terms and Conditions of Service of Educators, educators associated with institutions are officially on duty
 - during the service periods as determined by the school's timetable that should reflect the curriculum or the times approved by the employer for the school, and
 - during the times during which such other activities take place that do not form part of the school's timetable, but that are related to school matters
- The scheduled work time of educators therefore includes the formal school day of 7 hours.

THE FORMAL SCHOOL DAY

- According to the PAM chapter A par. 3.2a, all educators, including principals and deputy principals, are also expected to be at the school during the seven hours of the formal school day for each school day, including Fridays.
- The formal school day's seven hours per day should therefore include
 - a specified number of hours of scheduled teaching time (interaction with learners) per day.

SCHEDULED TEACHING TIME

- Scheduled teaching time should involve active interaction with the learners in curriculum activities. According to the National Policy regarding Teaching Time for School Subjects, educators should comply with these requirements, as well as the minimum weekly time allocated for these teaching presentations. Scheduled teaching time should therefore not be shortened or be used for activities that do not fall within learning areas or subjects.
- Educators should never leave their learners without supervision in any teaching venue.
- When it is necessary for an educator to leave learners under his or her supervision or tuition, the principal should request another adult to supervise those learners until the educator is back.
- Page 26 of the Revised National Curriculum Statement and paragraph 1 of the National Policy Regarding Teaching Time for School Subjects indicate the time allocated for scheduled teaching and learning (instruction time, contact time) as follows:

Grade 1 & 2: 22 hours 30 minutes per week; 4 hours 30 minutes per day
 Grade 3: 25 hours per week 5 hours per day
 Grade 4 – 7: 26 hours 30 minutes per week; 5 hours 18 minutes per day
 Grade 8 – 12: 27 hours 30 minutes per week; 5 hours 30 minutes per day
 Reading: half an hour additional.

CORE DUTIES OF EDUCATORS

- Duties performed during the formal school day (7 hours)
 - scheduled teaching
 - relief teaching
 - extra and curricular duties
 - pastoral duties (playground, detention, scholar’s patrol, etc.)
 - administration
 - supervision and management duties

This policy has been adopted:

Date	Place
EDUCATORS:	_____

PRINCIPAL:	_____
CHAIRPERSON (SGB):	_____