



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Contact Time

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016 - Revised National Curriculum Statement and National Policy Regarding Teaching Time for School Subjects

PURPOSE

The policy is to protect the right of learners to receive tuition during the time allocated. Parents expect learners to benefit fully from education whilst at school.

EDUCATORS' HOURS OF WORK AT THE SCHOOL

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 times approved by the employer and periods as determined by the school's timetable that should reflect the curriculum.
- During times that are related to school matters.
- During institutional closing times (e.g. school and public holidays) that are officially scheduled for educators for administrative tasks or to attend developmental programmes.
- The scheduled work time of educators includes the formal school day of seven hours.

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 include a specified number of hours of scheduled teaching time (interaction with learners) per day.

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 the following requirements:
 - Scheduled teaching time should not be shortened or be used for activities outside of subjects.
 - Learners should never be left unsupervised in any teaching venue.
 - When it is necessary for an educator to leave learners in a venue, the principal should request an adult to supervise 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 R, 1 & 2 : 23 hours per week
 - Grade 3 : 25 hours per week
 - Grade 4 – 6 : 31 hours, 30 minutes per week
 - Grade 7 – 9 : 27 hours, 30 minutes per week
 - Reading : half an hour additional.

CORE DUTIES

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

