

4.12 Teacher Work Breaks & Preparation Periods

1. Rationale

In order to provide proper instruction to students, teachers must prepare both activities and materials appropriate to their class prior to the time of instruction. In order to properly evaluate students and report their assessments to parents, they must mark assignments, complete Progress Reports and conduct Parent-Teacher interviews from time to time.

Occasionally, they will need to coordinate special evening or after school events which function as a form of practical reporting both to parents and the public at large. Lesson planning, preparation of materials, and reporting to parents and the public are all considered a normal part of the instructional day and will usually take place outside of regular classroom hours. As professionals, teachers are expected to give whatever time is necessary to complete these tasks. Generally, this will average out to approximately two hours per day.

2. Principles

- 2.1. Some time outside normal working hours is expected of all teachers for staff meetings, interviews, parent/teacher meetings, special events, etc.
- 2.2. Children require supervision throughout the school day, so some teachers will be asked to give up part of their break time to supervise the playground or intramurals.
- 2.3. Under most circumstances a full-time teacher will receive 2 – 45 minute preparation periods a week.
- 2.4. Teachers who regularly give additional time with students outside of normal school hours as part of their job assignment may be allowed some time off during classroom hours for preparation.
- 2.5. Teachers with an inordinate work load of instruction or supervision may be given additional time to prepare.
- 2.6. A teacher's work-load should approximate that of typical members of the workforce. Currently this amounts to approximately 1872 hours of work time per year (8 hours per day for 47 weeks, assuming three weeks of holiday time and eleven statutory holidays). Typically, teachers will work about 1862 hours per year (9 ½ hours per day for 196 days, assuming 7 hours/day (8:15-3:15) ½ hour/day of breaks, and 2 ½ hours for meetings, preparation, and evaluation.)

3. Policy

- 3.1. The Principal shall endeavour to provide every teacher with at least thirty (30) minutes of break time during each day.
- 3.2. The Principal shall ensure that supervision duties are allocated fairly in light of both a teacher's course load and extra-curricular responsibilities.
- 3.3. The Principal shall seek to allot prep periods to teachers in as equitable a manner as possible in light of the principles noted above and the restrictions imposed by scheduling needs and personnel resources.