

TIMETABLING AND ROOM BOOKINGS POLICY

1. Introduction

1.1. This Policy was developed with a view to:

- Maximising the utilisation of teaching space
- Optimising the use of space for income generating activities
- Making the most effective use of both staff and student time
- Improving the provision of information to the College.
- Allocating appropriate accommodation for teaching activities.

1.2. To achieve these objectives the Policy will clearly determine the parameters within which timetabling and room allocation takes place at the College.

1.3. The procedures for timetabling and room allocation are detailed in the accompanying document; *timetabling and room bookings procedures*.

1.4. The College Space Management and Timetabling Steering Group will review annually the requirements for space and set appropriate space standards.

2. Timetabling

2.1. The College core teaching times are Monday to Friday from 9:30 to 21:30 and Saturday from 10:00 to 17:00 during term time. There are additionally selected Sunday openings throughout the year. Details of term dates and Sunday openings are published annually in the Morley College Calendar (see <http://tinyurl.com/pp6nql6>)

2.2. Where possible there should be a 15 minute break between classes to allow for resetting of the room if required and for preparation for the next class.

3. Rooming

3.1. MIS is responsible for allocating all space according to transparent priority rules published in the *timetabling and room bookings procedures*.

3.2. Teaching activities take precedence over non-teaching activities with the exception of core College activities including examinations, enrolment and open evenings.

4. Compliance

4.1. All staff have an individual responsibility to:

4.1.1. Adhere to the latest version of the published timetable that can be viewed via Columbus or the Foyer display screen.

4.1.2. Report immediately to MIS when;

- Courses are cancelled.
- The room booking is no longer required.
- They are unable to teach in an allocated room due to they are unable to teach in their allocated room owing to someone else using it.

5. Equality and diversity

5.1. In line with the College's policy on equality and diversity, the College will make every effort to accommodate staff and students with, for example, disabilities, carer responsibilities, religious beliefs etc.

6. Review of timetabling policy

6.1. The College Timetabling Policy will be reviewed annually in the Summer term. The review will be undertaken by the Space Management and Timetabling Steering Group, in consultation with relevant stakeholders.