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GE14/0014

23 October 2014

**CIRCULAR TO PARISH PRIESTS, PRINCIPALS OF CATHOLIC SCHOOLS IN VICTORIA
AND LEADERS OF RELIGIOUS CONGREGATIONS,**

Scheduled Class Time – Primary Teachers 2015 School Year

MAIN POINTS

- From the start of the 2015 school year, the maximum scheduled class time for a full-time teacher will be 22.5 hours per week. Information about this change was provided to schools in the [CECV Circular](#) dated 10 October 2014.
- A number of principals have raised issues concerning the inclusion in the limit for scheduled class time of the time teachers spend supervising students eating their lunch. To clarify this issue, the Industrial Relations Unit has prepared a series of [Frequently Asked Questions](#) to assist in relation to the allocation of scheduled class time for primary teachers.
- Clause 56.3(a) of the [Victorian Catholic Education Multi Enterprise Agreement 2013](#) (VCEMEA) provides a list of the duties that form part of scheduled class time for teachers. The clause does not include the supervision of students while they eat lunch. Therefore, it is not necessary to include this time in scheduled class time.
- Furthermore, *student recess and lunch breaks* are specifically noted in clause 56.3(b) (iv) of the VCEMEA as being included in professional expectations and not scheduled class time.

ACTIONS REQUIRED

- Ensure that appropriate actions are taken in relation the allocation of scheduled class time for primary teachers.

CONTACT/ENQUIRIES

- If enquiries in relation to the allocation of scheduled class time for teachers please contact the Industrial Relations Unit on 03 9267 0431 or via email ceoir@ceomelb.catholic.edu.au.



Stephen Elder
EXECUTIVE DIRECTOR