

Student and Staff Timetabling Policy

Policy Title: Student and Staff Timetabling Policy

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Department / Function: Academic / Operations

Policy Owner: Academic Operations Manager

Oversight Committee: Academic Operations Panel

Approving Body: Academic Board

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Regulatory Alignment with Office for Students (OfS) Conditions

This Student and Staff Timetabling Policy forms a key component of the London Academy for Applied Technology's (LAAT) academic governance framework and supports the delivery of a high-quality academic experience. The policy ensures that teaching and learning are planned and managed effectively, that students and staff are provided with clear and accessible information, and that academic provision is delivered in line with regulatory requirements.

The policy aligns with ***OfS Condition B1 (Academic Experience)*** by ensuring that students can access teaching and learning opportunities through stable and well-structured timetables, supporting engagement, attendance, and academic progression. By providing clear planning and scheduling, the policy helps to create a predictable and reliable learning environment that facilitates achievement of learning outcomes.

It further supports ***OfS Condition B2 (Resources, Support and Student Engagement)*** by ensuring that staff and teaching spaces are allocated efficiently and that timetabling arrangements take account of reasonable adjustments and diverse needs. Transparent communication of timetables and timely publication ensures that students and staff are informed and can plan effectively, fostering engagement and participation.

The policy also contributes to ***OfS Condition C1 (Consumer Protection)*** by ensuring that students receive clear and accurate information about teaching schedules, locations, and expectations. Timetabling processes are managed to ensure consistency with published information and to minimise disruption, thereby maintaining trust and transparency in the academic experience.

This policy is implemented through LAAT's academic and operational governance structures, including the Academic Operations Panel and Academic Board, to ensure effective oversight, continuous improvement, and compliance with PMU and regulatory requirements.

1. Purpose

The purpose of this policy is to outline LAAT's approach to the planning, production, publication, and management of teaching timetables for both students and staff. It is designed to ensure that timetabling arrangements support high-quality teaching and learning, are transparent, fair, and inclusive, enable the efficient use of teaching spaces and staff resources, and align with academic regulations as well as governance requirements.

2. Scope

This policy applies to all academic and teaching staff, all students enrolled on LAAT programmes, and staff involved in timetabling, academic operations, and programme administration. It covers teaching timetables, examination- and assessment-related teaching sessions, and room allocations for teaching. The policy is applicable across all LAAT campuses and approved delivery locations, including on-campus, blended, and online delivery where relevant.

3. Key Principles

Timetabling at LAAT is guided by principles of stability, equity, inclusivity, transparency, and efficiency. Timetables are designed to remain as stable as possible once published, while ensuring that students and staff are treated fairly and consistently. Reasonable consideration is given to additional needs and equality requirements, and timetabling processes and deadlines are communicated clearly. Additionally, timetables are planned to make effective use of teaching spaces and staff availability.

4. Core Teaching Hours

Teaching is normally scheduled from **Monday to Friday** within the designated core teaching hours. Students are expected to be available for teaching during these core hours, and academic staff are expected to be available to teach within the same timeframe, subject to their contractual arrangements or any formally approved adjustments.

5. Timetable Production and Publication

Timetables are produced in accordance with the **academic calendar** and approved programme structures. Draft timetables may be shared internally for review before final publication. Final timetables are then made available to students and staff through the approved communication platforms, and once published, changes are avoided wherever possible to maintain stability.

6. Timetable Changes and Adjustments

- Changes to published timetables are permitted only where necessary and must be authorised through the appropriate academic or operational route
- Consideration must be given to:
 - The number of students affected

- Impact on learning and assessment
- Availability of staff and teaching space
- All approved changes must be communicated promptly to students and staff

7. Managing Additional Needs

LAAT recognises that some students and staff may have additional needs that affect timetabling. Reasonable adjustments will be considered in line with the organisation's equality and accessibility policies. Requests for such adjustments should be made as early as possible to allow for effective planning, while late or exceptional requests will be reviewed on a case-by-case basis.

8. Communication

- Clear communication between academic staff, operations teams, and students is essential
- Timetabling queries and issues should be raised through designated channels
- Students and staff are expected to regularly check official communications for timetable updates

9. Health, Safety and Space Use

- Teaching spaces are allocated in line with capacity, health, and safety requirements
- Staff and students must use teaching spaces responsibly and follow room etiquette
- Issues relating to facilities or safety should be reported promptly

10. Governance, Monitoring and Review

- Oversight of timetabling is provided by the **Academic Operations Panel**
- Timetabling effectiveness is reviewed through:
 - Student feedback
 - Academic quality monitoring
 - Operational review

11. Equality, Diversity and Accessibility

This policy operates in line with:

- Equality Act 2010
- LAAT Equality, Diversity and Inclusion Policy
- LAAT commitments to inclusive teaching and learning

8. Responsible People / Roles include

Academic Dean: Dr Manoj Ponugubati

- Overall responsibility for timetabling processes and ensuring compliance with this policy

Academic Quality Lead: Dr Vishwanath Kokkonda

- Administration, guidance and procedural oversight

Programme Lead: Mr Amarjeet Singh

- Support stability and communication of timetables

List of People and Contacts

Role	Name	Contact Email
Academic Dean (Policy Owner)	Dr Manoj Ponugubati	manoj@laat.ac.uk
Academic Quality Lead	Dr Vishwanath Kokkonda	vishwanath.kokkonda@laat.ac.uk
Programme Lead	Mr Amarjeet Singh	Amarjeet.singh@laat.ac.uk

13. List of Document (LoD)

This policy should be read in conjunction with

- Teaching and Learning Policy
- Equality, Diversity and Inclusion Policy
- Attendance Monitoring Policy
- Health and Safety Policy

14. Evidence

- Teaching and Learning Policy
- Equality, Diversity and Inclusion Policy
- Attendance Monitoring Policy
- Health and Safety Policy

Evidence Mapping Table

Evidence Item	Purpose / What it Demonstrates	Relevant OfS Condition(s)
Teaching and Learning Policy	Demonstrates LAAT's approach to delivering a high-quality academic experience, including teaching standards, learning opportunities, academic support, and inclusive learning practices that enable students to achieve intended outcomes.	B1 (Academic experience), B2 (Resources, support and student engagement), B5 (Sector-recognised standards), E2 (Management and governance)
Equality, Diversity and Inclusion Policy	Evidences LAAT's commitment to fair treatment, inclusivity, and equal access to learning and support, ensuring that academic processes, decision-making, and student experience comply with equality and consumer protection expectations.	A1/A2 (Access and participation, where applicable), C5 (Treating students fairly), B1 (Academic experience), E1 (Public interest governance)
Attendance Monitoring Policy	Demonstrates systematic monitoring of student engagement and attendance, early identification of risk to continuation, and	B3 (Student outcomes), B1 (Academic experience), B2 (Resources, support and student

	timely academic or pastoral intervention to support student success and progression.	engagement), E2 (Management and governance)
Health and Safety Policy	Provides assurance that LAAT maintains safe learning and working environments, appropriate risk management, and effective institutional controls to protect students and staff and support continuity of provision.	B2 (Resources, support and student engagement), E2 (Management and governance), E3 (Accountability)