

## **CLASSROOM RELEASE TIME POLICY**

### **RATIONALE**

The intent of classroom release time is to manage teacher workload while maximizing benefits for student learning. Use of classroom release time will be professionally beneficial for the school's teaching and learning programmes, teacher professional growth, and student achievement.

### **PURPOSES**

1. To provide a framework for classroom release time for teachers as per the Primary Teachers Collective Award.
2. To ensure that teachers receive their entitlement of classroom release time as per the award and per Ministry of Education staffing.

### **GUIDELINES**

1. Every full time permanent teacher, long term reliever employed for at least a term, shall receive ten hours classroom release time per term.
2. Classroom release for beginning teachers will be in addition to the beginning teacher entitlement.
3. Allocation of additional release time for specialist staff or for management staff will be determined annually by the principal.
4. The school will be staffed to ensure release time is available.
5. When classroom release time cannot be provided for genuine reasons the principal will:
  - a. aim to allocate the lost release time on another date
  - b. record the reason for non delivery
  - c. review the CRT policy if required
  - d. use the record of non-delivery when reviewing the policy
6. Use of classroom release time may include the following:  
Planning, Evaluation, Reporting,  
Observation, Assessment, Professional reading,  
Research, Marking, Professional learning, Appraisal
7. Individual teachers will determine how they use their release time within the guidelines set in this policy.
8. The policy will be reviewed as part of the cycle of policy review. This review will include consultation with teaching staff.

### **CONCLUSION**

Classroom release time will be an integral part of school organization, providing teachers with regular opportunities for student non-contact time during teaching hours, allowing for effective management of workload and improving teachers' capacity for raising student achievement.

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Reviewed: October 2008  
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