



Classroom Release Policy

Policy to support NAG 3 Personnel

Outcome statement

Classroom release time will be used to assist teachers in reducing workload while maximising benefits for student learning. This release time will be used professionally to enhance teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

Scoping

Classroom release time (CRT) does not apply to the principal, itinerant resource teachers, itinerant teachers, or teachers fully released by entitlement staffing.

Delegations

The Principal will consult with teachers to develop guidelines for using classroom release time that take the school's needs into account. The Leadership team will present a schedule of release time to teachers at the beginning of each term.

Expectations and limitations

Entitlement

- Every teacher employed for 0.8 FTTE (full time teacher equivalent) or more, or full-time relieving teacher employed for at least a term, receives ten hours (2 days) of classroom release time per term.
- Every part-time teacher employed permanently for at least 0.8 FTTE, or fixed-term for at least a term, receives a pro-rated percentage of ten hours classroom release time per term.
- Every teacher employed full time from a mixture of Ministry staffing entitlement and board funding is entitled to full classroom release time.
- Classroom release is additional to any release time already allocated to teachers for non-classroom activities.

Provisionally certificated teachers

Support time for provisionally certificated teachers, who are entitled to 0.1 or 0.2 FTTE beginning teacher time allowance, is provided in addition to the classroom release time entitlement.

Job Sharing

Teachers working together in an approved job-share situation will share the allocated 10 hours classroom release time as a classroom per term.

Implementation

- The teacher will work in consultation with the release teacher to plan and implement a programme that provides continuity in learning for the students.
- The school will allocate classroom release time as two full days, a set of pre-determined hours over more than two days, or a combination of both.
- All teachers will remain on the school grounds during their release time unless the Senior Leadership (Principal or DPs) agree otherwise.
- When planning classroom release time, the school takes into account any scheduled events that could affect teachers' ability to use the release time.
- If scheduled classroom release time cannot be taken due to unplanned events or incidents, the school will attempt to reschedule release for another day if possible. Rescheduling classroom release time is dependent on the availability of the release teacher and any other considerations, including not compromising the educational requirements of the students.

- Only in exceptional circumstances will release be carried over into the next term. Classroom release time may not be carried over into another school year.

Uses for classroom release times

Suggested uses for classroom release time include planning, assessment, reporting, personal and/or team professional learning, observation of other teachers, professional reading, meetings, RTLB specialist intervention programme planning and/or professional learning, learning support meetings, and curriculum responsibility.

Procedures/supporting documentation

CRT timetable

Monitoring

Staff Usage and Expenditure report

Legislative compliance

Primary Teacher Collective Agreement

Reviewed: *May 2020*

Next review: *March 2023*
