



## **CLASSROOM RELEASE TIME POLICY**

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This is an operational policy designed in consultation between the principal and teaching staff of Allandale School. The policy should be read in conjunction with clause 5.30 of the Primary Teachers Collective Agreement 2007-2010.

### **Purpose**

The intent of classroom release time is to address existing teacher workload while maximizing benefits for student learning. The use of classroom release time will be professionally useful for the school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

### **Use of Classroom Release Time**

This policy contains a list of the most common uses for classroom release time in our school. The list may be amended from time to time through consultation with teachers. Principal and individual teachers may also agree to other uses from time to time.

In our school classroom release time will be used for:

- Planning
- Evaluation
- Reporting
- Personal professional development
- Observing other teachers
- Reading/Research
- Syndicate meetings
- Assessment
- Any other use agreed to from time to time between teacher and principal

The overview of CRT will be delegated to one staff member to ensure the programme works effectively.

### **Allocation of Classroom Release Time**

- Every full time permanent teacher, or long term reliever employed for at least a term, shall receive ten hours classroom release time per term.
- Every part time teacher employed for at least 0.8 FTTE per week who is either permanently employed or a long term reliever employed for at least a term, shall receive a prorate amount of ten hours classroom release time per term.
- Every effort will be made for CRT to be used each term
- CRT will be negotiated between the staff and principal. This task will generally be delegated to team leaders
- CRT cannot be used in advance
- CRT staffing entitlement will be used exclusively for CRT

- CRT must be used in the year in which it is allocated
- All teachers are required to remain on the school grounds unless the principal has agreed otherwise

**The following examples provide some options for the implementation of CRT**

**Example one**

Each teacher will be allocated two hours per fortnight. The roster will be generated by team leaders, taking into account where possible the requests of individual teachers.

**Example two**

Each teacher will be allocated 2 days per term. The roster will be generated by team leaders taking into account where possible the requests of individual teachers.

**Example three**

Each syndicate will determine each term the basis for allocating the CRT to entitled teachers.

NB: where school sessions prevent allocation of precisely 10 hours of classroom release time, the school shall endeavour to provide as close as possible to the 10 hour entitlement including, where needed, delayed entitlement in the current school year.

**When CRT cannot be provided for genuine reasons**

Where for genuine reasons, during term planning or at short notice, it is not possible to provide CRT to an individual or group of teachers the school will:

- Record the reason for non-delivery
- Endeavour to reallocate the CRT at a later date in that school year
- Review the CRT policy if required
- Use the record of non-delivery when reviewing the policy

Cross references: Primary Teachers Collective Agreement 2007-2010  
Classroom Release Time – FAQs (available at [www.nzei.org.nz](http://www.nzei.org.nz) )