



PROCEDURE 3.1.7

CLASSROOM RELEASE TIME

This is an operational document designed in consultation between the Principal and staff of Tokomaru School. This policy is written in conjunction with clause 3.28 page 24 of the Primary Teachers Collective Agreement 2023-2025

INTENT AND PURPOSE

The intent of the classroom release time is to address teacher workload while maximising benefits for student learning. Emphasis should be given to identifying and implementing the use of classroom release so that it is professionally useful for our school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

USE OF CLASSROOM RELEASE TIME

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

In our school, Classroom Release Time may be used for:

Planning; Evaluation; Reporting; personal Professional Development; observing other teachers; Reading and Research; attending meetings; Assessment; visiting other schools for the purpose of professional growth; and any other use agreed to between the teacher and Principal.

ALLOCATION OF CLASSROOM RELEASE TIME

Each eligible teacher will be allocated 15 hours/3 days per term from 2024, and then 20 hours/4 days per term from Term 3 2024. This will increase to 25 hours/5 days per term by the start of 2025. This may take the form of individual days or consecutive days.

The Principal, a part time teacher or a reliever will provide the release (subject to availability).

The Principal will liaise with eligible teachers to organise suitable dates for their classroom release for the following term. This will ideally be *before* the end of the current term (in order to ensure that the Principal or a suitable reliever is available for the release, and to allow suitable notice). Eligible teachers are also expected to provide *what* the programme will be for the allocated days, keeping in mind that the programme should maximise benefits to student learning (and the routine should be maintained as much as possible).

Teachers may need to consult other eligible teachers in the school to ensure there are no "double-ups" with 2 or more teachers wanting CRT on the same days.

Teachers may only take their CRT at home with prior approval from the principal.

If teachers at some stage wish to change the format of their CRT to, for example, half days or hours over the term and have made arrangements that will not inconvenience the school or students, then the Principal will consider the request.

WHEN CRT CANNOT BE PROVIDED FOR GENUINE REASONS

Where for genuine reasons, or at short notice, it is not possible to provide CRT to an individual teacher the school will:

- Endeavour to reallocate the CRT at a later date in that school year
- Review the CRT policy if required

REVIEW OF THIS PROCEDURE

This procedure will be reviewed as required in the following instances:

- Staff turnover
- Recruitment/Retention Issues
- New education initiative eg. Introduction of specialist subject
- Concern about benefits to student learning
- Any other genuine issue or concern

NEXT REVIEW DATE: Nov 2026