



Policy Glendowie School

CLASSROOM RELEASE TIME (CRT)

Rationale

This is an operation policy designed in consultation between the Principal and teaching staff. The policy is written in conjunction with the relevant clauses from the NZEI Collective Contract.

Definition

- A classroom teacher who is employed for 0.8 or more, who holds the prime responsibility for the planning, implementation, assessment, evaluation and reporting of a sequential programme for a group of students within the school is entitled to full classroom release.
- Entitlement and BOT funded teachers are entitled to full classroom release.
- A part-time teacher who is employed for at least 0.8 will receive a proportionate amount of the 10 hour classroom release time per term.

Purpose

- The purpose of classroom release time is to address 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.
- The classroom release time will support planning, assessment and evaluation processes of the PYP programme where teachers are given opportunities to work collegially together.

Guidelines

- 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 CRT will be used for:
 - Planning
 - Evaluation
 - Reporting
 - Personal professional development
 - Observing other teachers
 - Reading / research
 - Assessment
 - Any other use agreed to from time to time between teachers and principal

- All teachers are required to remain on the school grounds during the day unless the Principal agrees otherwise.
- Where school sessions prevent allocation of precisely 10 hours of classroom release time, the school shall endeavor to provide as close as possible to the 10 hour entitlement including, where needed, advanced or delayed entitlement across the 4 terms of each school year.
- In a situation where classrooms are on a job share appointment, the release time will be shared between the teachers on a pro-rata basis.
- CRT will be divided into:
 - 5 planning days (includes UOI)
 - 1 day for assessment, reporting and/or testing.
 - 2 days (10 hours per term release throughout the year)

Allocation of Classroom Release Time Procedure

Teachers get casual CRT release through the music programme which is 6 blocks of 1.5 hours (equivalent to 2 days a year)

Classes that don't have music (e.g. Year 1) get CRT release from our Sports/Property Manager

The timetabling will be generated by the D.P.

Allocation of other forms of release time

In addition for CRT the following position will be allocated release time from BOT funding, or management release systems

Position	Time allocation	Reason
Class Teachers	One day from Board	Reporting and assessment
Deputy Principal	Full time release from MOE	<ul style="list-style-type: none"> - Management responsibilities - Curriculum - PYP Coordinator - Pastoral Care - Professional development - Timetabling responsibilities - School resources
Assistant Principal	Full time release (approx .4 from MOE and .6 from BOT)	<ul style="list-style-type: none"> - Management responsibilities - Curriculum - School resources - Special needs SENCO - Syndicate leadership
Senior teacher	Minimum of 1.5 hours, further time depends on our budget	<ul style="list-style-type: none"> - Syndicate leadership
PYP coordinators	Minimum of 5 hours per week for both positions included in the D.P and A.P roles above	<ul style="list-style-type: none"> - PYP coordinators



- Where for genuine reasons, during term planning or 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 eg inability to provide relievers at that time
 - 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
- Relievers will be booked for planning and reporting days, early each year in order to try and ensure availability of relievers. If a teacher is away for a planning day, it may prove difficult to duplicate this process.
- This policy will be reviewed every three years, or earlier if staff turnovers, recruitment/retention issues/ new education initiative, new collective conditions around CRT, concern about benefits to student learning.
- Beginning teachers (.2 release) and Year 2 teachers (.1 release) are still entitled to CRT allocation shown in this policy.

Essential Resources

NZEI Collective contract for teachers

Guidelines for Classroom Release Time . NZSTA, MOE, NZEI May 2005

Classroom Release Time Frequently Asked Questions

Approved:	Board of Trustees Meeting
07/08/2018	
Signature of Chairperson :	
	
Reviewed:	<u> </u> / <u> </u> / <u> </u>