



## **CLASSROOM RELEASE TIME POLICY**

### **RATIONALE**

Winton School is committed to providing the maximum benefit to teachers and students by implementing a classroom release time (CRT) policy that addresses teacher workload and meets the school's strategic goals.

### **PURPOSE:**

Winton School's Board of Trustees recognise that:

- the intent of classroom release time is to address teacher workload while maximising benefits for student learning
- Classroom Release Time (CRT) is distributed in a fair and equitable manner but which must be flexible.

### **GUIDELINES:**

1. Classroom Release Time is provided for classroom teachers as set out in Section 3.28 of the NZEI Primary Teachers' Collective Agreement (2016 – 2018).
2. Each full time permanent teacher, or a long term reliever employed for a minimum of a term, shall receive 10 hours classroom release time each term.
  - I. Other than in exceptional circumstances, this should not be carried over into the next school term and cannot be carried over into the following school year.
  - II. Part-time teachers employed for at least 0.8 FTTE per week shall receive a pro-rated amount of the 10 hours classroom release per term.
  - III. The allocation of CRT hours will be negotiated with the principal, taking into account the requests of individual teachers.
3. The use of classroom release time is to be professionally useful for the learning needs of the students, the school's teaching and learning programmes and the teacher's professional development. It is expected that CRT will be used for the following purposes:
  - Planning
  - Evaluation
  - Reporting
  - Personal professional development (Personal Inquiry, reflecting on teaching practice)
  - Observing other teachers
  - Reading / Research
  - Assessment
  - Any other purpose that is agreed to between the teacher and principal.

4. CRT will be organised and allocated by the Principal or Deputy Principal in consultation with staff, taking into account, where possible the requests of individual teachers.
5. CRT is expected to take place within the school/educational setting unless otherwise agreed to with the Principal.
6. Where, for genuine reasons, it is not possible to provide CRT on the planned day the school will reallocate the CRT at a later date.
7. This policy will be developed, maintained and reviewed in consultation with staff every two years.

Reviewed:                    October 2018

Next Review:                October 2020