

**CLASSROOM RELEASE PROCEDURE**

N.E.L.P. 1:2, 2:3, 3:6

Clause 5.30 of the relevant Primary Teachers Collective Agreement.

# **Intent and purpose**

The intent of classroom release time (CRT) is to address teacher workload while maximising benefits for student learning.

The use of classroom release time is to 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 procedure 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
* Team meetings and Individual Education Plans
* Assessment
* Any other use agreed to from time to time between teacher and Principal

Te Totara School Senior Leadership determine each term the basis for allocating the CRT to entitled teachers. This could include a combination of one hour a week, two hours a fortnight, blocks or days. For any disputes or concern over the use of CRT the Principal shall determine the most appropriate use. Teachers must liaise with the incoming release teacher to determine the class programme so that learning opportunities for students are maximised.

NB: Where school sessions prevent allocation of the precise amount of classroom release time, the school shall endeavour to provide as close as possible to the entitlement including, when needed, advanced or delayed entitlement across the 4 terms of each 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 procedure if required
* Use the record of non-delivery when reviewing the procedure

Presiding Member …………………………..... Principal ………………………….....

Date Ratified: 8 December 2023 Review Date: March 2025