

### **3.17 CLASSROOM RELEASE TIME POLICY**

This is an operational policy designed in consultation between the Principal and teaching staff of Parnell District School. The policy has been written in conjunction with clause 5.30 of the Primary Teachers Collective Agreement 2004-2007.

#### **Intent and Purpose**

- The intent 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.

#### **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 may 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 allocation of CRT will be decided each year as part of the annual planning process and may be used to support agreed strategic priorities of the school e.g. to provide specialist teaching or support for class teachers in learning areas identified as priorities for development in the strategic and annual plan.

NB: where school sessions prevent allocation of precisely 10 hours of classroom release time per term, the school shall endeavour to provide as close as possible to the 10 hour entitlement including, where needed, advanced or delayed entitlement across the four 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 policy if required
- Use the record of non-delivery when reviewing the policy

**Review of Policy**

This policy will be reviewed as part of the Board of Trustees policy review cycle.