



## 3:19 Classroom Release Time (CRT)

**The intent of classroom release time is** to address teacher work load 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 all students. **Ref: NZEI Primary Teachers Collective Agreement.**

### **Guidelines**

1. Every full time teacher, or long term reliever employed for at least a term, shall receive ten hours classroom release time per term.
2. The Parnell School Board of Trustees have generously provided an extra 5 hours a term ( half an hour per week) for full time classroom teachers s that these staff can
  - Have discussions about target students
  - Moderate reading, writing and maths samples and OTJs
  - Visit classrooms as part of their own appraisal goal learning and write this up in Appraisal Connector.
3. Every part time teacher who is employed for at least 0.8 FTTE per week who is either permanently employed or a long term reliever employed for at least a term, shall receive a pro-rata amount of classroom release time.
4. At Parnell School CRT release is supplied by specialist teachers where possible. In such cases, the specialist teacher will plan the programme and supply information to the class teacher.
5. Where CRT is covered by general staff or relievers, the classroom teacher will work in consultation with the teacher who is providing the release, to ensure that a learning and teaching programme which provides continuity in learning for the students in the class is planned and implemented.
6. All teachers must remain on the school grounds during their release time unless the principal has agreed otherwise and are expected to carry out normal duties on CRT days.
7. The roster will be generated by the Deputy Principal taking into account where possible the requests of individual teachers.

### **Use of Classroom Release Time**

8. The following list shows possible uses for classroom release time: planning; assessment; reporting; personal and/or syndicate professional learning; observing other teachers; professional reading; syndicate meetings; RTLB/LST specialist

intervention programme planning and/or professional learning; special needs meetings and curriculum responsibility, learning conversations with student, collegial interchange, reading / research, parent / community liaison

9. Classroom Release Time must be taken in the school term it is allocated and is not transferable from one term to another.i.e. – not “banked “to be used at a later date.
10. The management team presents a schedule of release to the teaching staff by the beginning of each term or year.
11. The school may keep a register of classroom release time as a means of recording each individual teacher’s release schedule.
12. For short notice cover or staff continuing the normal class programme, teachers will ensure the release teacher has adequate information to plan or continue the normal class programme.

### **When CRT cannot be provided for genuine reasons**

13. If a teacher is ill on a CRT day, the school will use its best endeavours to make another time available during that same term.
14. Teachers on professional development courses during CRT times are considered to be on CRT for that time and no other release time will be offered.
15. Teachers absent on leave during an allocated CRT time, will not have that time reallocated to them at a later date.
16. If a teacher cannot take their allocated CRT time because of other school commitments such as Camp, the school will use its best endeavours to make another time available during that same term.
17. The AP and DP will organise rescheduled CRT, hire any relievers required for sick leave and inform the teacher concerned. This rescheduling of classroom release time is dependent on the availability of the teacher providing the release.

**Reviewed May 2016**