

Sawyers Bay School – Board of Trustees

Classroom Release Time Policy



This is an operational policy designed in consultation between the Principal and teaching staff of Sawyers Bay School. The policy has been written in conjunction with clause 5.30 of the Primary Teachers Collective Agreement 2015-2018 ⇒ Clause 3.30.

Intent and purpose

The intent of classroom release time is to address teacher workload while maximising benefits for student learning. Classroom release time will be professionally useful for the school's teaching and learning programmes, for each teacher's professional growth and for 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, on occasion.

In our school, classroom release time 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

* While it is anticipated that classroom release time will usually be taken on-site, there may be occasions where it is appropriate for this release time to be used off-site, e.g. observing other teachers, by arrangement, in another school

** It is intended that each teacher's term-allocation will be used, by that teacher, in the term. In certain circumstances, part or the whole amount may be carried over into the next term, but may not be carried over into another school year.

Classroom Programmes during CRT time

Classroom release time should not create extra work for the classroom teacher, but it may change the planning processes. A professional relationship between the classroom teacher and the teacher providing the release will help to ensure the continuity of learning: the teacher providing the release will be expected to liaise with the classroom teacher before they undertake the release time, to ensure that planned activities fit with the teacher's long-term and/or daily plan. Continuity for the class should be the objective for both teachers.

Allocation of Classroom Release Time

[Primary Teachers Collective Agreement provisions apply:]

5.30.1 Each employer shall, from the start of term four 2005, provide ten hours classroom release time per term to each permanent full-time teacher or a full-time relieving teacher employed for a term or more.

5.30.2 Each employer shall also, from the start of term one 2007, provide ten hours pro rata classroom release time per term to each part-time permanent or relieving teacher employed for a term or more, provided that they are employed for at least 0.8 FTTE per week.]

Classroom Release Time may be organised in different ways, to best meet the needs of all concerned. Examples of possible organisation are set out below; in each instance, the roster will be generated by the Management team, and implemented by the DP (teacher in charge of reliever-bookings), taking into account where possible the requests of individual teachers.

Example one

Release-time will be organised in 1½ hour blocks, corresponding to the three main divisions of the school day; teachers may be allocated one-third of a day release at a time, or two-thirds of a day, or a full day.

Example two

Each syndicate will determine each term the basis for allocating the CRT to entitled teachers.

Example three

Each teacher will be allocated 2 days per term.

Example four

Each teacher will be allocated two hours per fortnight.

Example five

Each teacher will be rostered one hour per week.

NB: where school sessions prevent allocation of precisely 10 hours of classroom release time, the school shall endeavour 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.

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, common sense must prevail. Genuine reasons will usually be those outside the control of the school, or where circumstances indicate that CRT cannot be provided without compromising the educational requirements of students. In any such instances, 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 the effective use of Classroom Release Time

This policy will be reviewed annually, or as required in the following instances:

- Staff turnover
- Recruitment/retention issues
- New education initiative (e.g. introduction of specialisation)
- Concern about benefits to student learning
- Any other genuine issue or concern

Effectiveness Review

1. This policy will be reviewed annually in accordance with the Board’s self-review timetable.
2. The review process will include opportunity for involvement by interested parents/caregivers and staff, in addition to Board members.
Previously developed survey formats may be used as part of this review.
3. Review results will be formally noted in Board meeting minutes, and available to the school community.

Annual Review & Confirmation process completed:

Signed.....
(Principal/BOT Chairperson)

Date