

## **PROCEDURE 39: CLASSROOM RELEASE TIME (CRT)**

This procedure meets the requirements of the current Primary Teachers' Collective Agreement. The Whareorino School Board has approved this procedure placing the responsibility for implementation with the principal.

### **Intent and Purpose:**

Full-time permanent teachers, and reliever teachers employed for at least 1 term, are entitled to 10 hours of classroom release time each term. The intent of classroom release time is to address teacher workload while maximising benefits for student learning. Emphasis will be given to identifying and implementing the use of classroom release time so that it is professionally useful for the school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

Part-time teachers employed for at least 1 term at 0.8 full-time teaching equivalent are entitled to a proportion of the 10 hours of release time each term. For example, a teacher working 0.8 is entitled to 8 hours of release time, and a teacher working 0.9 is entitled to 9 hours. During your absence, your class is taught by another staff member.

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

In designing this procedure: -

- The classroom release time resourcing must be used only for CRT.
- Any other entitlement staffing allocated for, or that generates, release time should continue to be used for the purpose it is provided to the school.
- Beginning Teacher Time Allowance must be kept separate from and is additional to CRT.
- Teachers should not be asked to use their CRT for additional responsibilities or management tasks. The use of CRT should normally be consistent across all classroom teachers.

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.

### **Allocation of Release Time:**

Teachers are timetabled for CRT on a weekly basis. Release time is based on: Classroom teachers receive 1.0 hour a week release routinely, 10 hours per ten-week term.

*Should teachers wish to leave the school site, they need to negotiate this in a timely manner, with the principal, before the set CRT day.*

In our school, classroom release time will be used for:

- Assessment
- Planning
- Evaluation
- Reporting
- Personal professional development
- Observing other teachers
- Reading/Research
- Meetings with parents and, or external professional support organisations, persons
- Any other use, agreed between teacher and principal.

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

Where for genuine reasons, during the 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 procedures if required



C. Stevenson  
PRINCIPAL

Dated: March 15, 2022