

POLICY

CLASSROOM RELEASE TIME

This is an operational policy designed in consultation between the Principal and staff of Bombay School. It was written in conjunction with clause 5.30 of the Primary Teachers Collective Agreement 2004-2007.

PURPOSE

The intent of classroom release time is to address teacher workload while maximizing benefits for student learning. The use of CRT will be professionally useful for the school's teaching and learning programmes, the teacher's professional growth and the learning needs of the children.

GUIDELINES

The CRT will be used for the following purposes:

- Planning / Making Resources
- Evaluation
- Reporting
- Personal Professional Development
- Observing other teachers
- Assessment
- Reading / Research
- Any other use agreed upon from time to time by the teacher and Principal /Senior Teacher.

Allocation of Teacher Release Time:

Each teacher will be allocated two days per term.

The principal will prepare a timetable at the start of the term showing CRT days and CRT release teachers.

NB. Where the school sessions prevent allocation of precisely 10 hours of class release time, the school shall endeavour to provide as close as possible to the 10-hour entitlement, including delayed or advanced entitlement across the 4 terms of each year.

Allocation of other forms of release time:

Position	Time Allocation	Reason
Deputy Principal	Fully Released	Management Responsibilities
Assistant Principal	2 days per fortnight	Management Responsibilities
Senior Teacher/ Team Managers	Negotiated with the principal who will make a determination based on staffing levels/ banked staffing up to a maximum of 2 days per term.	Syndicate Leadership

When CRT can not be delivered 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 the school year
- Review the school policy if required
- Use the record of non-delivery when reviewing the policy.

Place of Work

Spaces available include the staffroom, CRT room – 2 places) and classrooms. CRT work is not to be done from home.

Accountability

Senior Management are responsible for planning with teachers the use of their CRT. Each teacher will be required to diary the nature of the tasks undertaken during CRT. Opportunities for professional development and school visits is also encouraged.

Review of the policy:

This policy will be reviewed in the following instances:

- Staff turnover
- Recruitment / retention issues
- New education initiatives
- Concern about benefits to student learning.

Written by: Barrie Duckworth
Adopted: September 2005
Reviewed: June 2014