



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

Kamo Primary School

NAG 3 - Policy and Procedure

Classroom Release Time

Rationale

This policy is constructed in consultation with the principal and the teaching staff of Kamo Primary School. The policy must be written in conjunction with Clause 3.30 of the Primary Teachers Collective Agreement 2013-2015.

Purpose

The intent of classroom release time is to address teacher workload while maximising benefits for student learning. Classroom release time will be used in a professional capacity for the school's teaching and learning programmes, a teacher's professional growth, and to address and cater for the learning needs of the students.

Guidelines

Use of Classroom Release Time (CRT)

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 individual teachers and the principal prior to the date it is scheduled for. Principal and individual teachers may also agree to other uses from time to time.

Examples of how classroom release time will be used at Kamo Primary School:

- Planning
- Evaluation
- Reporting
- Personal professional learning and development
- Observing other teachers
- Reading and/or research
- Team meetings
- Assessment
- Any other use agreed to from time to time between a teacher and the principal

Allocation of Classroom Release Time

The time of one hour per week, or two full days per term, will be organised to ensure each teacher receives this entitlement across the term.

When Classroom Release Time cannot be provided for genuine reasons

Where for genuine reasons it is not possible to provide classroom release time to an individual or group of teachers, the school will:

- Record the reason for non-delivery
- Endeavour to rearrange the timetable



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- 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 this policy

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

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

Signed:  Deputy Principal

Signed:  Principal

Reviewed: Term 2, 2021

Review date: Term 2, 2023

