

## CLASSROOM RELEASE TIME

Reviewed Nov/Dec 2013 (Tracy/Donal)

### ACTION

To provide classroom release time to address teacher workload while maximising benefits for students learning.

### GUIDELINES

1. **Use of Classroom Release Time** – this is the list of the most common uses for classroom release time in our school. This list may be amended from time to time through consultation with teachers. The Principal and individual teachers may also agree to other uses from time to time.

In our school classroom release time will be used for:

- Planning
  - Evaluation
  - Reporting
  - Personal Professional Development
  - Observing other teachers / Peer Appraisal
  - Reading/Research
  - Assessment
2. **Allocation of Classroom Release Time** – the release will be allocated to classroom teachers as two days per term and classes will be staffed by a regular reliever to best ensure class programmes have minimal disturbance in routines or coverage. CRT will be taken in a manner that best meets the needs of the Teacher and the school. CRT will be taken on school grounds unless agreed to by the Principal.
  3. **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 the school will:
    - Record the reason for non-delivery
    - 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
  4. **Review of this policy** – this policy will be reviewed annually or as required in the following instances:
    - Staff turnover
    - Recruitment/retention issues
    - New or changed education initiatives or programmes
    - Concern about benefits to student learning
    - Any other genuine issue or concern