



NAG 3

PERSONNEL

CLASSROOM RELEASE TIME POLICY

Rationale:

This policy is written in conjunction with the Teachers Collective Agreement.

Purpose:

The intent of classroom release time is to address teacher workload while maximising benefits for student learning.

The use of classroom release time will be professionally useful for the school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

Eligibility Criteria

- CTR is available to full time teachers who will receive 2 days release (10 hours per term)
- Part time teachers employed for at least .8 FTTE per week are entitled to 10 hours per term pro-rata
- Fixed term relief teachers employed for at least one term are entitled to a pro-rata amount of CRT per term
- Teachers working less than .8 per week are not entitled to CRT

Guidelines:

1 – 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. 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	
Reading/Research	
Syndicate Meetings	
Assessment	
Any other uses agreed to from time to time between teacher and principal.	



2 – Allocation of Classroom Release Time

The Deputy Principal will generate the roster each term taking into account, where possible, teacher requests for specific days.

N.B. Where school sessions prevent allocation of 10 hours (or pro-rata of same) of classroom release time, the school shall endeavour to provide as close as possible to the entitlement including, where needed, advanced or delayed entitlement across the 4 terms of each school year.

3 – Teachers to Remain on the School Site

As with any working day teachers are required to remain at the school site unless the principal has agreed otherwise.

4 – When CRT Can Not Be Provided for Genuine Reasons

When, for genuine reasons, during term planning or at short notice, it is not possible to provide CRT to an individual or a 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 policy if required
- Use the record of non-delivery when reviewing the policy

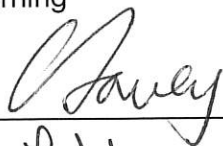
5 – Review of This Policy

This policy will be reviewed on a three yearly cycle or as required sooner in the following circumstances:

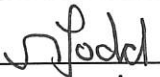
- Staff turnover
- Recruitment/Retention issues
- New education initiatives e.g. introduction of specialism
- Concern about benefits to student learning
- Any other genuine issue or concern

Ratified

BOT:



Principal:



Date:

30/07/2019

Review Date:

May 2021