

**POLICY
NAG 3**

<p align="center">BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE CLASSROOM RELEASE TIME POLICY</p>

RATIONALE:

This is an operational policy designed in consultation between the principal and teaching staff of Blomfield Special School. The policy is written in conjunction with clause 3.28 of the Primary Teachers Collective Agreement.

PURPOSE:

The intent of classroom release time is to address teacher workload particularly in the area of curriculum and wider school administration, while maximizing benefits for student learning.

CRT will be used to undertake tasks and learning activities which enhance teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

GUIDELINES:

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. Principal and individual teachers may also agree to other uses from time to time. The focus will be on tasks generally undertaken in non-contact time.

In our school classroom release time will be used for activities such as:

- Planning
- Evaluation
- Reporting
- Personal professional development
- Observing other teachers
- Reading/research
- School related meetings
- Assessment
- Professional discussions with colleagues
- Administrative tasks
- Preparation and organization of curriculum resources
- Activity related to individual teacher's job description

In a case where a teacher requests use of CRT off site –approval from the principal is required.

Allocation of Classroom Release Time

Each 0.8 FTTE or above teacher will be allocated 2 days per term.

The roster will be prepared by the Personnel Co-ordinator taking into account where possible the requests of individual teacher.

Every endeavour will be made to provide the full entitlement to each teacher.

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
- Consult with the staff 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 three yearly or more frequently as required due to the following circumstances:-

- Staff turnover
- Recruitment and retention issues
- New education initiative
- Concern about the benefits to student learning
- Other genuine concern

Approved by the Board of Trustees 23.02 2012

Reviewed by the Board of Trustees 22.10.2020