



St. Joseph's Catholic School, Grey Lynn

Established 1884

POLICY: CLASSROOM RELEASE TIME

RATIONALE

To improve student achievement by the retention, development and recruitment of quality staff. This policy must be read in conjunction with the School Charter, Mission Statement, Strategic Plan and Treaty of Waitangi Policy.

PURPOSE

This is an operational policy designed in consultation between the principal and teaching staff of St Joseph's School. This policy is written in conjunction with the current Primary Teachers Collective Agreement. The intent of classroom release time is to address teacher workload while maximizing benefits for student learning.

GUIDELINES

- 1) 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 students.
 - a) St Joseph's School staff, management and Board of Trustees believe that classroom release time must be utilized to reduce the increasing workload of teachers to enable them to undertake activities to support their teaching and learning programmes.
 - b) In our school classroom release time will be used for:
 - i) Reporting
 - (1) Cumulative files and report writing
 - ii) Planning
 - (1) Classroom/team planning, not school-wide curriculum planning
 - (2) Curriculum leadership tasks)
 - iii) Preparation including resource development
 - iv) Reflection/Reading/Research
 - v) Assessment/Evaluation
 - vi) Observation of other teachers/programmes
 - vii) Personal professional development
 - viii) Marking
 - ix) Classroom environment
 - (1) Maintaining/rotational display of children's work etc
 - c) It is the policy of St Joseph's School that release time for curriculum management, assessment and professional development are catered for within the budget framework each year – where resources allow.



St. Joseph's Catholic School, Grey Lynn

Established 1884

- 2) Allocation Of Classroom Release Time
 - i) Each teacher with classroom responsibility will be provided with a total of two (2) days release each term to undertake the above. This will be provided as single days over the term or 1 hours each week for 10 weeks. A roster for this will be generated by the Principal in the previous term taking into account where possible the requests of individual teachers.
- 3) When CRT cannot be provided for genuine reasons:
 - i) 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:
 - (1) Record the reason for non-delivery
 - (2) Endeavour to reallocate the CRT at a later date in the school year
 - (3) Review the CRT policy if required
 - (4) Use the record of non-delivery when reviewing the policy
- 4) This policy has been written in conjunction with the Special Character Policy
 - i) This policy will be reviewed as required in the following instances:
 - (1) Staff turnover
 - (2) Recruitment/retention issues
 - (3) New education initiative e.g. Introduction of specialization
 - (4) Concern about benefits to student learning
 - (5) Any other genuine issue or concern

SEPTEMBER Review (Even Year)			
COMMENTS (select from): Approved / Ratified / To be amended / To be rewritten			
Year	Comment	Action	Signed
2018	<i>updated</i>		<i>RMSing 11-12-18</i>
2020			
2022			
2024			

This policy will be reviewed according to the Board's Effectiveness Review Programme



 Chairperson

18/12/18

 Date