

Classroom Release Time – Policy Template

This is an operational policy designed in consultation between the principal and teaching staff of Letsbee Avenue School. The policy must be written in conjunction with clause 5.30 of the Primary Teachers Collective Agreement 2004-2007.

Intent and 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.

Add school-designed statement/s here

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. Principal and individual teachers may also agree to other uses from time to time.

Add school-designed statement/s here

In our school classroom release time will be used for:

Planning	<i>(Add school options)</i>
Evaluation	
Reporting	
Personal professional development	
Observing other teachers	
Reading/Research	
Syndicate meetings	
Assessment	
Any other use agreed to from time to time between teacher and principal	

The above are only examples. Each school will compile its own list.

Allocation of Classroom Release Time

Example one

Each teacher will be rostered one hour per week. The roster will be generated by *(insert name or position e.g. DP)*, taking into account where possible the requests of individual teachers.

Example two

Each teacher will be allocated two hours per fortnight. The roster will be generated by *(insert name or position e.g. DP)*, taking into account where possible the requests of individual teachers.

Example three

Each teacher will be allocated 2 days per term. The roster will be generated by *(insert name or position e.g. DP)*, taking into account where possible the requests of individual teachers.

Example four

Each syndicate will determine each term the basis for allocating the CRT to entitled teachers.

(Insert school option here)

NB: where school sessions prevent allocation of precisely 10 hours of classroom release time, the school shall endeavour to provide as close as possible to the 10 hour entitlement including, where needed, advanced or delayed entitlement across the 4 terms of each school year.

Allocation of other forms of release time (Optional)

In addition to Classroom Release Time the following positions will be allocated release time with an example described below.

Example	Position	Time Allocation	Reason
	AP/DP	2 days per week	Management responsibilities
	Syndicate Leader	Half day per week	Syndicate Leadership
	Curriculum Leader	2 hours per week for term 4 only	Reading Development Programme

(Insert school options here)	Position	Time Allocation	Reason

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
- 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
- *Insert school comment/s here*

Review of this policy

This policy will be reviewed in (*insert date*) or as required in the following instances:

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

Signed

Principal

Date

Recorded in Board Minutes

Date