

# MAHANA SCHOOL PROCEDURE

## CLASSROOM RELEASE TIME

### Purpose

- The intent of classroom release time is to address teacher workload.
- 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.

### Use of Classroom Release Time

Below is a list that contains what we see as the most common uses for classroom release time at our school.

Classroom Release Time will not be used by the Board of Trustees to cover sick leave, budgeted professional development or other leave entitlements as stated in the Collective Employment Contracts.

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.

Planning
Evaluation
Assessment
Reporting
Personal professional development
Observing other teachers
Reading / research
Any other use agreed to from time to time between teacher and principal

### Allocation of Classroom Release Time

CRT is only available at this stage to full time teachers [excludes principal and principal release]

Each teacher will be allocated one hour per week. Teachers may chose to use this time as one hour per week, two hours per fortnight, or two days per term, or a mixture of these options (but not to exceed the equivalent of one hour per week)

## **Timing of Classroom Release**

When planning to use their CRT entitlement, teachers must endeavour to see that they avoid selecting times that clash with other school needs. Where an urgent, genuine need arises that requires the presence of the teacher, (eg non availability of the release teacher, emergency situation), the CRT must be provided as close as possible to the original time or can be deferred until the next term if the teacher desires. All entitlement must be used in the calendar year. It is preferable that the timing of CRT is planned rather than taken at random. The date should be recorded on the school's Term Events Calendar in the staffroom.

## **Venue**

The Mahana teachers are professionals. Should they wish to work off site on their CRT days, this is a perfectly acceptable option. However, the principal must be informed of where you are in case you need to be contacted for any emergency situation, and what you are doing.

## **Record Keeping**

To ensure teachers do not under-use or exceed their entitlement, a record will be kept of CRT usage

## **General**

Teachers will be responsible for organising their release teacher to discuss any needs or provide information the reliever will require.

Reviewed: 00/12/05

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# CLASSROOM RELEASE TIME RECORD OF USAGE

YEAR:

TEACHER	RELIEVER	DATE	TIME EXPENDED	PURPOSE	COMMENT ON SUCCESS