



Classroom Release Time Guidelines

To provide classroom release time to support teachers' workload and maximise the children's learning.

Guidelines

1. Use of Classroom Release Time

In our school classroom release time will be used for:

- Personal professional development / research
- Observing other teachers
- Meeting with staff / others
- Planning, assessment, evaluation
- Reporting

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.

Unless prior agreement from the principal is sought, teachers must remain on-site during their release time.

Planning will be the responsibility of the relieving teacher. However to provide continuity in learning for children, this will be negotiated with the classroom teacher in advance of the release day.

2. Allocation of Classroom Release Time

- Classroom release will be allocated to teachers as per the Primary Teachers Collective Agreement.
- The Board of Trustees may contribute additional hours for release if and where funding allows.

3. When CRT cannot be provided for genuine reasons

Where it is not possible to provide CRT to an individual or group of teachers the school will:

- Endeavour to reallocate the CRT at a later date in that school year;
- Review the CRT guidelines if required; and
- Ensure procedures are reviewed to minimise this happening.