

## **CLASSROOM RELEASE TIME POLICY** **(Non-Contact Time)**

### **PURPOSE:**

The purpose of classroom release is to address teacher workload while maximising benefits for student learning.

The school Board of Trustees recognises the importance and value of providing classroom release time (non-contact time) for teachers as a vehicle for professional development, planning and reflective evaluation of school practices.

Emphasis will be given to implementing classroom release time that is professionally useful for the school's teaching and learning programmes, the teachers' professional growth and the learning needs of the students.

### **USE OF CLASSROOM RELEASE TIME:**

This policy contains a list of the most common uses for classroom release time in our school. This list may be amended from time to time through consultation with teaching staff. The principal and individual teachers may also agree to other uses from time to time. The classroom release time (non-contact time) will be used for:

- Planning
- Evaluation
- Reporting
- Personal professional development
- Observing other teachers
- Reading / Research
- On site meetings of teaching teams
- Assessment
- Any other use agreed to from time to time between the teacher and principal.

This time is not to be used for personal business or to leave the school. All teachers are required to remain on school grounds during the day unless the principal has agreed otherwise. Where a teacher receives more release time than that specified in each teacher's collective employment contract, this release time will be used for the above or:

- Beginning Teacher (PRT) advice and guidance programme.
- Specified teaching team meetings as per school organisation.
- Providing written feed back and feed forward to students.
- Teacher appraisal meetings.

### **ALLOCATION OF CLASSROOM RELEASE TIME (NON-CONTACT TIME):**

Each teacher will receive their class room release time (non-contact time) as specified in their PPTA or NZEI collective employment contract. This time will be allocated through school organisation as indicated in the school timetable.

Where possible, maximum use will be made of the specialist teaching programme to enable additional time to be allocated. Whereas some schools redirect teachers to teach other groups of students when their class is at a specialist subject, Otumoetai Intermediate School will utilise this time to provide class room release for teaching staff.

The class room release time (non-contact time) specified in each teacher's collective employment contract will be in addition to time generated by a beginning teacher for advice and guidance purposes.

For 2005, classroom teachers will be entitled to 10 hours per term. PPTA members (technology teachers) will be entitled to 5 hours non-contact time per week.

Classroom release time cannot be transferred from one teacher to another.

### **ALLOCATION OF OTHER FORMS OF RELEASE TIME:**

In addition to class room release time, the following positions may be allocated further release time from school staffing or board funds:

- Deputy Principal
- Teaching Team Leader
- Curriculum Leader
- Teacher holding extra school wide responsibilities.

### **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.

### **REVIEW OF THIS POLICY:**

This policy will be reviewed as part of the board's annual policy review cycle or earlier as required in the following circumstances:

- Staff turnover.
- Recruitment/retention issues.
- New education initiative, eg introduction of further specialisation.
- Concerns about benefits to student learning.
- Any other genuine issue or concern.

### **CONCLUSION:**

Classroom release time (non-contact time) should be implemented in ways which address teacher workload while maximising benefits for student learning. If a proposed use fails either of these criteria then it is unlikely to be a legitimate use of this time.

### **Signed**

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PRINCIPAL

\_\_\_\_\_  
DATE

Recorded in Board Minutes: \_\_\_\_\_

Date: \_\_\_\_\_