



# Mt Eden Normal Primary School

Te Whare Akoranga o Maungawhau

**POLICY**

---

## *Classroom Release Time*

### **Rationale**

1. The *Primary Teachers' (including Deputy and Assistant Principals and other Unit Holders) Collective Agreement (9 June 2016 – 8 June 2018)* ("PTCA") applies to the Board
2. The PTCA provides, at clause 3.28, for Classroom release time ("CRT")

### **Definitions**

3. CRT is when teachers are given time out from the classroom to do other work, such as planning, evaluation, reporting, personal professional development, research, team meetings and assessment, with the class covered by another staff member

### **Purpose**

4. The purpose of this policy is that CRT is provided in accordance with the PTCA and that this policy is developed and maintained in consultation with teachers

### **Guidelines**

5. The School will provide CRT in accordance with the PTCA and relevant regulations, or their successor
6. Teaching and management staff will be consulted about any changes to this policy or associated procedures
7. CRT will be allocated according to this policy, except where it is not possible for genuine reasons arising at short notice
8. The intent of CRT is to address teacher workload while maximizing benefits for student learning. Emphasis should be given to identifying and implementing the use of CRT so that it is professionally useful for the school's teaching and learning programmes, the teacher's professional growth, and the learning needs of the students

9. CRT in any given term may be allocated as whole days, partial days or incrementally, at the discretion of the Principal
10. The most common uses for CRT will be: planning, evaluation, reporting, approved personal professional development, observing other teachers, reading/research, meetings, and assessment. Any other use will be at the discretion of the Principal (or delegate)
11. Appropriate evaluation of the effective use of CRT will be part of the school review process, led by the Senior Leadership Team
12. An annual CRT programme will be developed to reflect the needs of the school and availability of teachers to fill the requirements at that time. Within this, variations from term to term and team to team may be possible.
13. The needs of all stakeholders will be considered in determining the annual programme
14. The teacher scheduled for release will be responsible for planning the programme, and passing this on to the teacher releasing them
15. With approval from the Principal (or delegate), teachers may work from home when on CRT (but are required to return to school in order to attend any relevant scheduled after/before-school meetings on those days)
16. If a teacher is absent on any day they have CRT scheduled, such time shall be considered taken, unless internal organisation and resources permit otherwise, and at the discretion of the Principal
17. Teachers should not be required to use their CRT for additional responsibilities or management tasks
18. In order to provide reasonable certainty and continuity of CRT, if the teacher providing the release is absent, efforts will be made to employ a relief teacher
19. CRT may be postponed if necessary due to unexpected circumstances and/or unanticipated staff absences that require reallocation of scheduled relievers. In the event that this occurs, CRT will be re-scheduled as soon as possible
20. In the event of unplanned events resulting in the non-delivery of CRT for any staff member, the reason will be recorded and considered as part of future review of the CRT policy
21. Staff commencing employment part-way through the year will be allocated CRT proportionally for the remainder of the year

## **Conclusion**

22. Qualifying teachers will have regularly scheduled opportunities for appropriate CRT, in accordance with CRT provisions as set out in the PTCA

Signed:  
Chairperson  
Date: Aug, 2019

## **Policy review details**

Version / date: Aug 2019  
Review cycle: Triennial  
Date for next review: Aug 2022