

## **Policy No. 53**

### **Classroom Release Time**

*He who dwells in the shelter of the Most High will rest in the shadow of the Almighty.*

*Psalm 91:1*

#### **Rationale**

The intent of classroom release 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.

#### **Guidelines**

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.

School release may be used for:

- Planning
- Evaluation
- Reporting
- Personal professional development
- Observing other teachers
- Reading / Research
- Syndicate Meetings
- Assessment
- IEP Meetings
- Curriculum Meetings
- Report Writing
- Any other use agreed to from time to time between teacher and Principal.

Allocation of classroom release time can be one or a combination of:

1. Each teacher will be rostered one hour per week. The roster will be generated by the E.A. taking into account wherever possible the requests of individual teachers.
2. Each teacher will be allocated two hours per fortnight. The roster will be generated by the E.A. taking into account wherever possible the requests of individual teachers.
3. Each teacher will be allocated two days per term. The roster will be generated by the E.A. taking into account wherever possible the requests of individual teachers.
4. Each syndicate may determine each term the basis for allocating the CRT to entitled teachers.

NB. *Where school sessions prevent allocation or 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. Time predominantly to be at school.*

When CRT cannot be provided for genuine reasons, during term planning or at short notice, it is not possible to provide CRT to an individual or a 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 every three years or earlier if required in the following instances:

- High staff turn over
- Recruitment/retention issues
- New education initiative e.g. introduction of specialism
- Concern about benefits to student learning
- Any other genuine issue or concern.

Chairman: \_\_\_\_\_

Date Adopted: 23 August 2005

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March 2009  
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16 March 2021