



CLASSROOM RELEASE TIME PROCEDURE

This is an operational procedure designed in consultation between the Principal and teaching staff of the school to meet the requirements of clause 3.28 of the *Primary Teachers Collective Agreement (2019-2022)*.

INTENT AND PURPOSE:

The intent of classroom release time is to address teacher workload while maximizing benefits for student learning. Therefore the use of classroom release time will be professionally useful for the school's teaching and learning programmes and the learning needs of students.

USE OF CLASSROOM RELEASE TIME:

Full-time classroom teachers who hold prime responsibility for the planning, implementation, assessment, evaluation and reporting of a sequential programme for a group or class of children are eligible for CRT.

Teachers will undertake CRT within the school unless there is a genuine reason for it to be undertaken off-site.

Classroom teacher release time will be used for the following activities:

- Planning
- Evaluation
- Reporting
- Personal professional development
- Observing other teachers
- Reading/Research
- Assessment
- Marking of work
- Skill development e.g. ICT
- Conferring
- Professional Reflection

ALLOCATION OF CLASSROOM RELEASE TIME:

Eligible teachers will be entitled to the equivalent of **two days per term** classroom release.

Prior to the start of each term, teachers will develop a schedule for release within the parameters available and have this approved by the Principal.

Where for genuine reasons, during term planning or at short notice, it is not possible to provide CRT to an individual 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 procedure if required
- Use the record of non-delivery when reviewing the procedure

This procedure will be reviewed as of need at which time the information recorded will be used to determine the effectiveness of the allocation. At each review, the use of the CRT will be reviewed to ensure it meets the intent and purpose of the resource.

Review Responsibility: *Principal & DP*

Date Confirmed: 8 March 2021

Principal: