



# Waituna West School

“NOT FOR SCHOOL BUT FOR LIFE WE ARE LEARNING”

50 Waituna-Tapuāe Road RD9 Feilding 4779 T: (06) 328 6805 E: principal@waitunawest.school.nz

## Classroom Release Time Policy - NAG 3

### **RATIONALE**

This is an operational policy designed in conjunction with the Principal and teaching staff of Waituna West School.

### **DEFINITION**

At Waituna West School, Classroom Release Time (CRT) is the term used to describe teacher's release, which is funded by the Ministry of Education. Classroom Release Time (CRT) is available to any teacher who teaches more than 0.8. It is currently 2 days per term.

### **OBJECTIVES**

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:**

1. Use of Classroom Release Time (CRT: Listed below are the most common uses for classroom release at Waituna West School. 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. In our school classroom release time is used for:
  - a. Planning
  - b. Evaluation
  - c. Reporting
  - d. Observing other teachers
  - e. Reading/ Research (of own choice)
  - f. Assessment
  - g. Any other use agreed to from time to time between teacher and Principal.
  - h. Creating resources
  - i. Professional development
  - j. Visits to other schools
2. Allocation of Release Times:
  - a. This will be reviewed on an annual basis. One of the following three options may be used:
    - i. Each teacher will be rostered one hour per week. The roster will be generated by the Principal, taking into account where possible the requests of individual teachers.
    - ii. Each teacher will be rostered two hours per fortnight. The roster will be generated by the Principal, taking into account where possible the requests of individual teachers.
    - iii. Each teacher will be allocated two days per term. The roster will be generated by the Principal, taking into account where possible the requests of individual teachers.
3. When CRT cannot be provided for genuine reasons. Where for genuine reasons, during the term planning or short notice, it is not possible to provide CRT to an individual teacher or group of teachers the school will:
  - a. Record the reason for non-delivery

- b. Re-allocate the CRT at a later date in that school term
  - c. Review the CRT policy if required
  - d. Use the record of non-delivery when reviewing the policy
4. While the school is allocated management units and inquiry time through Kahui Ako funding the principal will consult with teaching and staff and develop procedures around of the allocation of this.

**EXPECTED OUTCOME:**

1. Teacher workloads will reduced.
2. Student learning will be enhanced.
3. Professional growth of staff
4. Reporting and assessment requirements met

**NOTE:**

This policy will also be reviewed in any of the following instances;

- Staff turnover
- Recruitment /retention issues
- New education initiative (e.g. introduction of specialisation)
- Concerns about benefits to student learning
- Any other genuine issue or concern

**SIGNED**

Board Chairperson \_\_\_\_\_

Date \_\_\_\_\_

School Principal \_\_\_\_\_

Date \_\_\_\_\_