

CLASSROOM RELEASE TIME (C.R.T.) POLICY



These procedures were designed in consultation between the principal and teaching staff of Waikowhai Primary School, Hillsborough. The procedures are written in conjunction with clause 3.28 of the Primary Teachers' Collective Agreement 2023 - 2025.

[Link to CRT Release Teacher Procedure](#)

Rationale:

The intent of classroom release time 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 children.

Guidelines for Use of Classroom Release Time:

Below is an agreed 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.

In our school, classroom release time will be used for:

- planning, evaluation, reporting and assessment
- personal professional development
- teacher observation
- reading/research
- visiting other classrooms to observe best practice (onsite or offsite)
- any other use agreed to from time to time between a teacher and the principal

Allocation of Classroom Release Time:

Each teacher with entitlement to classroom release time will be allocated five days per term from the beginning of 2025. The roster will be generated by the Deputy Principal taking into account where possible the requests of individual teachers.

Where, for genuine reasons, during term planning or at short notice, it is not possible to provide classroom release time to an individual the school will:

- record the reason for non-delivery
- endeavour to reallocate the C.R.T at a later date in that school year
- review the C.R.T procedures if required
- use the record of non-delivery when reviewing.

Review:

This will be reviewed as required in the following instances:

- staff turnover
- recruitment/retention issues
- new education initiative eg introduction of specialist teaching
- concern about benefits to student learning
- any other genuine issue or concern

Signed _____
Chairperson

10th December 2024
Review date

Refer to [Classroom Release Teacher Procedure](#) for more information