

# Procedure -Classroom Release Time

These guidelines have been written in consultation between the principal and teaching staff of *Mangatainoka* School and have been written in conjunction with the relevant clause of the Primary Teachers Collective Agreement.

## Purpose

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 students. The expectation is that teachers will feel supported in a practical way, for carrying out purposeful activities that reduce the pressure on their time and enhance students' learning



## Delegations

The day-to-day management of classroom release time is delegated to the principal.

## Guidelines

1. The most common uses for CRT at *Mangatainoka* School are:
  - **Reflective practice** including professional reading, personal reflection, professional development follow up
  - **Networking**, including visiting other schools, visiting other teachers, meeting with outside professionals, special projects (following approval from the principal).
  - **Assessment activities** including individual testing or assessment, report writing, processing school wide data, planning and evaluation
  - **Management activities** including making and organising resources, classroom environment, updating student records, training parent helpers
  - **Collaborative activities** including team building, team planning, team reflection, peer meetings
  - **Any other use agreed to from time to time between the teacher and principal**
2. Each full-time teacher will be allocated the number of days per term or the equivalent number of blocks of time to make up a total of their entitlement.
3. Every endeavour will be made to provide the release entitlement when and how it is scheduled
4. Where for genuine reasons, during term planning or at short notice, it is not possible to provide CRT to a teacher 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
5. These guidelines will be reviewed as required, for example when there is staff turnover, concern about benefits to student's learning, or any other genuine issue or concern.
6. It is at the Principal's discretion to approve teachers using their classroom release time off-site, whether to work at home, visit other schools or any other reason.

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|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Legislation                         | <a href="#">Employment Relations Act 2000</a>                                                                                                 |
| Procedures/supporting documentation | <a href="#">Primary Teachers' Collective Agreement</a><br>Best Practice Guidance for School Boards and Principals –<br>Classroom Release Time |
| Review schedule                     | Yearly and as required                                                                                                                        |
| Last reviewed                       | January 2026                                                                                                                                  |

Signed: \_\_\_\_\_ Principal

Reviewed January 2026