



MARIST CATHOLIC SCHOOL

PROCEDURE: **Classroom Release**

Classroom release time (CRT) is intended to address teacher workload while maximising benefits for student learning. It does not apply to the principal, itinerant resource teachers, itinerant teachers, or teachers fully released by entitlement staffing.

Classroom release time is given to teachers according to the entitlements in the relevant employment agreement. The school consults with teachers to develop guidelines for using classroom release time that take the school's needs into account. The management team presents a schedule of release time to teachers at the beginning of each term or year.

Entitlement

- Every teacher employed for 0.8 FTTE (full time teacher equivalent) or more, or full-time relieving teacher employed for at least a term, receives ten hours of classroom release time per term.
- Every part-time teacher employed permanently for at least 0.8 FTTE, or fixed-term for at least a term, receives a pro-rated percentage of ten hours classroom release time per term.
- Every teacher employed full time from a mixture of Ministry staffing entitlement and board funding is entitled to full classroom release time.
- Classroom release is additional to any release time already allocated to teachers for non-classroom activities.

Provisionally certificated teachers

Support time for provisionally certificated teachers, who are entitled to 0.1 or 0.2 FTTE beginning teacher time allowance, is provided in addition to the classroom release time entitlement.

Job sharing

Teachers working together in an approved job-share situation share the allocated 10 hours classroom release time according to their contracted hours of work.

Implementation

- The teacher works in consultation with the release teacher to plan and implement a programme that provides continuity in learning for the students.
- The school allocates classroom release time as two full days, a set of pre-determined hours over more than two days, or a combination of both.
- All teachers remain on the school grounds during their release time unless the principal agrees otherwise.
- When planning classroom release time, the school takes into account any scheduled events that could affect teachers' ability to use the release time.
- If scheduled classroom release time cannot be taken due to unplanned events or incidents, the school reschedules for another day if possible. Rescheduling classroom release time is dependent on the

availability of the release teacher and any other considerations, including not compromising the educational requirements of the students.

- In certain circumstances, part or the whole amount may be carried over into the next term. Classroom release time may not be carried over into another school year.

Uses for classroom release times

Suggested uses for classroom release time include planning, assessment, reporting, personal and/or syndicate professional learning, observation of other teachers, professional reading, syndicate or team meetings, RTLB specialist intervention programme planning and/or professional learning, learning support meetings, and curriculum responsibility.