



## CLASSROOM RELEASE TIME POLICY

### AIM

To address teacher workload while maximising benefits for student learning.

### GUIDELINES

1. 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 opportunities for the students.
2. Each teacher will be allocated ten hours per term, the roster being prepared by one of the School's Deputy Principals taking into account where possible the requests of individual teachers.
3. The teacher will be expected to use the allocated time in a professional manner.
4. Release time will be used for:
  - Planning and class preparation
  - Professional development
  - Team meetings
  - Assessment
  - Reading
  - Research
  - Observing other teachers
  - Preparing referrals to specialist agencies
5. Where school sessions prevent allocation of precisely 10 hours of classroom release time the School shall endeavour to provide as close as possible to the 10 hour entitlement across the four terms of each school year.

If entitlement not provided:

- \* Record the reason for non-delivery so that the record is available when reviewing the policy
- \* Endeavour to reallocate the CRT at a later date in that year
- \* Review the CRT procedure if required

Signed:

  
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Board of Trustees Chairperson

Date:

3/11/2020