

HOKOWHITU SCHOOL CLASSROOM RELEASE TIME POLICY (2024)**PURPOSE**

The Hokowhitu School Board will ensure that classroom release time (CRT) is allocated in a fair, equitable, and flexible manner to address teacher workload and meet the school's strategic goals for student learning.

GUIDELINES

1. The school's allocation of classroom release time for classroom teachers employed for 0.8FTE or more is determined in accordance with Section 3.28 of the Primary Teachers' Collective Agreement 2023-2025.
2. Each full-time permanent teacher, or long-term reliever employed for a minimum of a term, shall receive classroom release time per term as follows:
 - a. Until the end of Term 4, 2023, 10 hours per term.
 - b. From Term 1, 2024, 15 hours per term.
 - c. From Term 3, 2024, 20 hours per term.
 - d. From Term 1, 2025, 25 hours per term.
3. Part-time teachers employed for at least 0.8 FTE per week shall receive a pro-rated amount of the classroom release time per term specified in Guideline 2.
4. Each teacher who holds one or more permanent management units will be entitled to 10 additional hours of classroom release time per term from Term 1, 2025, in addition to the amounts specified in Guideline 2.
5. The allocation of classroom release time hours is determined by the Principal, who will as far as possible take into account the preferences of individual teachers.
 - a. Where, for genuine reasons, it is not possible to provide or make use of classroom release time on the planned day, the principal will reallocate the CRT at a later date.
 - b. Classroom release time can only be carried over from one term to the next in exceptional circumstances, and with the prior approval of the principal.
 - c. Classroom release time cannot be carried over from one year to the next under any circumstances.
6. Classroom release time is to be professionally useful for meeting the learning needs of students, supporting the school's teaching and learning programmes, or contributing to the teacher's professional development, by enabling a range of the following activities:
 - a. Planning
 - b. Evaluation
 - c. Reporting
 - d. Personal professional development (in line with the above guidelines)
 - e. Observing other teachers
 - f. Reading and research
 - g. Assessment
 - h. Any other relevant purpose that is agreed to between the teacher and Principal.
7. Classroom release time is expected to take place within the school/educational setting unless otherwise agreed with the Principal.
8. School staff will be consulted as part of any review of this policy.

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS

Employment Agreements

- Primary Teachers' Collective Agreement

Guidelines

- NZSTA/NZEI/MOE Best Practice Guidance for Boards of Trustees and Principals: Classroom Release Time (2023)

School Policies, Procedures, and Other Documents

- Assessment Policy
- Assessment Schedule
- Charter and Annual Plan
- Staff Handbook
- Strategic Plan
- Teaching and Learning Handbook

Ratification date: 18 June 2024

Review date: Term 2 (May-June) 2027

Presiding Member

Principal