

Hauraki Primary School

Policy Document

Classroom Release Time (CRT)

Rationale

As part of its overall safe school policy, the Hauraki School Board (the Board) actively seeks to provide an environment that is physically and emotionally safe for all students and staff. This includes addressing teaching workloads while maximising benefits for student learning.

Purpose

The Primary Teachers' Collective Agreement (PTCA) provides for CRT for most classroom teachers. This policy ensures:

- the Board acts in a manner that is consistent with the PTCA and complies with all relevant legal requirements;
- CRT supports teaching and learning programmes and extends teachers' professional development; and
- the learning needs of students are considered.

Guidelines

1. Every full-time permanent teacher, or long-term reliever employed for at least a term, shall receive 25 hours per term of classroom release from the start of 2025.
2. Teachers who are .8 and either permanent or a long-term reliever and employed for at least a term, are entitled to pro-rata CRT.
3. The day-to-day management of CRT is delegated to the principal.
4. Use of CRT may include the following: planning evaluation, marking, reporting, observation, assessment, professional reading, and professional development.
5. The use of CRT should be generally consistent across all classroom teachers. However, the method of allocating CRT will be reviewed regularly by senior management and may vary depending on the identified needs of the school.
6. During CRT, teachers will remain on school grounds unless the principal agrees otherwise.
7. CRT generated through entitlement and additional responsibilities or management, should be kept separate as much as possible.

8. If scheduled CRT cannot be taken for genuine reasons arising at short notice, for example unplanned events or incidents, the principal will make every endeavour to reallocate the CRT at a later, mutually agreed time.
9. In certain circumstances, part or the whole CRT amount may be carried over into the next term. CRT may not be carried over into another school year.

Signed: _____

Presiding Member of the Board

Date: _____

23 September 2024

Review Date: _____

Term 3 2027

Related policies:

- Professional development