

RUAWAI PRIMARY SCHOOL

“True to our Trust”



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NAG 1 CLASSROOM RELEASE TIME POLICY

This is an operational policy designed in consultation between the principal and teaching staff of Ruawai Primary School. The policy is written in conjunction with clause 3.30.3 of the Primary Teachers Collective Agreement 2013-2015.

Intent and Purpose

The intent of the classroom release time is to address teacher workload while maximising benefits for student learning.

The use of classroom release time will be professionally beneficial for the school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

Use of Classroom Release Time

This policy contains a list of the most common uses for classroom release time in our school. The list maybe amended from time to time through consultation with teachers. Principal and individual teachers may also agree to other uses from time to time.

In our school classroom release time will be used for:

- Planning
- Evaluating
- Reporting
- Personal professional development
- Observing other teachers
- Assessment
- Any other use agreed to from time to time between the teacher and principal

Allocation of Classroom Release Time

Example One

Each teacher will be rostered one hour per week. The roster will be generated by the deputy principal in consultation with the principal, taking into account where possible the request or needs of individual teachers.

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| Approved By Principal: | | Board Chairperson: | |

Example Two

Each teacher will be allocated two hours per fortnight. The roster will be generated by the deputy principal in consultation with the principal, taking into account where possible the request of individual teachers.

Example Three

Each teacher will be allocated two days per term. The roster will be generated by the deputy principal in consultation with the principal, taking into account where possible the request of individual teachers.

NB: 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 including, where needed, advanced or delayed entitlement across the four terms of each year.

Allocation of other forms of release time

In addition to classroom release time the following positions will be allocated release time as described below:

| Position | Time Allocation | Reason |
|--------------------------------------|------------------|------------------------------------|
| Full time Beginning Teacher – Year 1 | 1 day per week | 0.2 beginning teacher release time |
| Full time Beginning Teacher – Year 2 | 1/2 day per week | 0.1 beginning teacher release time |

When Classroom Release Time Cannot be Provided for Genuine Reason

Where for genuine reasons, during term planning or at short notice, it is not possible to provide classroom release time to an individual or group of teachers the school will:

- Endeavour to reallocate the classroom release time at a later date in the school year
- Review the classroom release time policy if required

Possible Reasons for Review of this Policy

- Staff turnover
- Recruitment / retention issues
- New education initiative
- Concerns about benefits to student learning
- Any other genuine issue or concern

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