

ST JOSEPH'S SCHOOL CLASSROOM RELEASE TIME PROCEDURE



At St Joseph's School we acknowledge that Catholic education, centred on a daily encounter with Jesus, is part of a life long process leading to a full and rewarding life.

RATIONALE

This is a procedure designed in consultation between the Principal and teaching staff of St Joseph's School, Timaru. The procedure has been written in conjunction with Clause 3.28 of the Primary Teachers' Collective Agreement 1 July 2019 to 30 June 2022

INTENT & PURPOSE

1. The intent of classroom release time is to address teacher workload while maximising benefits for student learning.
2. The use of classroom release time will be professionally useful for the school's teaching and learning programmes, the teachers' professional growth and the learning needs of the students.
3. Classroom release time will help reduce potential stress and therefore enhance teacher well-being.

USE OF CLASSROOM RELEASE TIME

In St Joseph's School, classroom release time will be used for:

- Planning
- Evaluation
- Reporting
- Personal Professional Development
- Observing other teachers
- Reading/Research
- Syndicate Meetings
- Assessment
- Any other use agreed to from time to time between teacher and principal.

ALLOCATION OF CLASSROOM TIME

1. Every full-time permanent teacher, or long term reliever employed for at least a term, shall receive 2 days (10 hours) classroom release time per term. Teachers in job share positions will receive 1 day (5 hours) per term.
2. Every part-time teacher employed for at least 0.8 FTTE per week who is either permanently employed or a long-term reliever employed for at least a term, shall receive a prorated amount of ten hours classroom release time per term.

3. To meet identified needs, the allocated release time may be used as a whole day or part thereof.
4. Notification of individual teacher's release will be placed with the Office Administrator by filling in a form.
The Principal will sign off on the classroom release before it is taken.
5. Principal approval is required if classroom release time is to be taken off site. This must be obtained in writing prior to the release being taken.
6. Each term's allocated release time is expected to be used in that term. Release time cannot be carried over into the next year.
7. In addition to classroom release time the following positions will be allocated release time: DRS, Learning Leader and Learning Leader.

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:

1. Record the reason for non-delivery.
2. Endeavour to re-allocate the classroom release time at a later date in the school year.
3. Review the Classroom Release Time Procedure if required.

Procedure Review: Term 1 2022

Resource Manager
Principal

Next Review Due: 2025