

OUR LADY OF THE SACRED HEART SCHOOL

CLASSROOM RELEASE TIME POLICY

RATIONALE

Classroom Release Time (CRT) is an entitlement in the Primary Teachers Collective Agreement and these provisions will be met.

This policy has been designed in consultation between the principal and the teaching staff of Our Lady of the Sacred Heart School. It has been written in accordance with Clause 3.30 of the Primary Teachers Collective Agreement, 2013-2015.

In implementing this policy the principles of Pastoral Care and the Gospel values of justice and fairness will be taken into account.

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 teacher's professional growth and the learning needs of the students.

GUIDELINES

Use of Classroom Release Time

The following is a list of the most common uses for classroom release time at Our Lady of the Sacred Heart School. This list may be amended from time to time through consultation with teachers. From time to time the Principal and individual teachers may also agree to other uses.

Classroom release time will be used for:

- Planning, Evaluation, Reporting
- Student assessment
- Personal professional development
- Observing other teachers
- Reading/Research
- Any other use agreed to from time to time between teacher and Principal.

Allocation of Classroom Release Time

Each teacher will be allocated 2 days per term, timetabled as required and as suits the school calendar.

Allocation of other forms of release time

In addition to Classroom Release Time, the following positions are allocated release time:

Position	Time Allocation	Reason
DP(s)	Walking position	Management responsibilities, classroom release, curriculum, assessment, SENCO, ESOL
DRS	.2 a week	Management responsibilities
ICT	.2 a week	Maintain systems Support teachers
Beginning Teacher	1 day per week	Refer "Towards Registration"
Second Year Teacher	.1 a week	

Provision of CRT

CRT will be delivered as allocated. Where for genuine reasons, during term planning or at short notice, it is not possible to provide CRT to an individual or group of teachers the school will:

- Record the reason for non-delivery
- Endeavour to reallocate the CRT at a later date in that school term/year.
- Review the CRT Policy

Review of Policy

This Policy will be reviewed on an annual basis, or as required in the following circumstances:

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

Adopted as Policy in consultation with staff 20 June 2007

Reviewed and amended 21 November 2007

Reviewed and amended 25 February 2009

Reviewed and amended 9 December 2009

Reviewed November 2010

Reviewed and amended 2 November 2011

Reviewed and amended 6 November 2013

CHAIRPERSON

SECRETARY