# Operational Policy: Homai Campus School Classroom Release Time (NAG 3)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) will provide time away from the classroom during their working week, for teachers employed in the Homai Campus School. This includes teachers employed in Satellite Classes and in the Transition Programme.

The intent of classroom release time is to address teacher workload while maximising benefits for ākonga learning. It will be professionally useful for the school’s teaching and learning programmes, the teacher’s professional growth and the learning needs of ākonga.

This policy is written in conjunction with clause 3.28 of the Primary Teachers Collective Agreement (PTCA) and includes all teachers within the Homai Campus School who are employed 0.8 FTE or more.

Classroom release time is not provided to the Principal, itinerating Resource Teachers Vision or teachers already wholly released by entitlement staffing.

## Policy Requirements:

1. Classroom Release Time (CRT) is provided through Entitlement Staffing for teachers paid from Teacher Salaries. It is not provided to teachers employed fully or in part through Board cash surpluses. BLENNZ will budget to cover the cost of teacher release time for these staff in its annual budget cycle.

2. Every full time permanent teacher, or long term reliever employed for at least a term, shall receive 10 hours classroom release time per term. This equates to two days or four half days per term.

3. 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 received a prorated amount of 10 hours classroom release time per term.

4. Where CRT cannot be provided a record will be taken for the reason for the non delivery, and every endeavour will be made to reallocate the CRT to a time later in the school year.

5. CRT must be viewed differently to any release time already provided to teachers for specific “non classroom” responsibilities such as management. Any additional release time for classroom teachers will need to be covered from within the school’s Entitlement Staffing, or from within the approved annual budget cycle.

6. Classroom release time will be used for:

* Planning
* Evaluation
* Reporting
* Personal professional development
* Observation of other teachers
* Reading/research
* Syndicate meetings
* Assessment

The above list may be amended through consultation with classroom teachers. After consultation with the appropriate line manager, individual teachers may also agree to other uses of teacher release time.

7. This policy will be developed in consultation with the teachers involved.

## Supporting Documentation:

[Link to School Trustees Association: Management of Classroom Release Time](https://www.nzsta.org.nz/advice-and-support/employment/day-to-day-staff-management/classroom-release-time-crt/)

[Link to Ministry of Education: Non Teaching Time for Teachers](https://www.education.govt.nz/school/people-and-employment/pay-leave-and-personal-development/non-teaching-time-for-teachers/%23sh-classroom%20release%20time)

Approved: 

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Next Review: 2024