



# ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY

## CLASSROOM RELEASE TIME

### Rationale:

To provide Rotorua Intermediate schools teaching staff with classroom release time, enabling teaching staff to maximise programme development/professional development, for the benefit of themselves, students, and the school. This policy is written in conjunction with clause 3.28 of the Primary Teachers' Collective agreement 2016-2018.

### Intent and Purpose:

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

The use of classroom release time will be professionally useful for the school's teaching programmes, the teacher's professional growth, meeting with specialist resource professionals such as GSE staff, Literacy Advisors, RTLB; Meeting with families and other resource people for regarding an IEP and or CAP's, and contacting families to support the learning needs of the students

The classroom release time will be linked to the Pathway Programme which provides consistent, planned release at regular times during each term.

### Use of Classroom Release Time:

Classroom release time will be used for:

- a. Planning, evaluation, reporting, personal and professional development
- b. Observing other teachers
- c. Reading / research
- d. Whanau or Team meetings
- e. Assessments
- f. Any other use agreed to from time to time between teacher and principal.

This list may be amended from time to time through consultation with teachers. Principal and individual teachers may also agree to other uses of this time.

### Allocation of Classroom Release Time:

1. Each teacher will be allocated their hours of classroom release in conjunction with their Pathway release time, which is programmed in each term.
2. The Pathway programme timetable will be set in consultation with the Pathway Team and may vary depending on the length of each term.
3. Any time remaining, once the allocated hours has been planned for, will be used by the teacher in consultation with the Principal or his/her Team Leaders with this delegated responsibility.
4. Each teacher will be responsible, and accountable, for their own release time. It is each teachers responsibility to ensure their chosen use reflects the desired release goals stated; addressing teacher workload while maximising benefits for student learning.

---

Reviewed: 2019

Next Review: 2022

Board of Trustees Chairperson: \_\_\_\_\_

\_\_\_\_\_ Date:

The School will have a set of management procedures that will facilitate compliance with legislation and regulations.

**Effectiveness Review:**

*The review process involved gathering information for making judgments about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.*

1. *Identify who will be responsible for leading the review, and those to be involved*
2. *Decide a timeframe for the review*
3. *Gather and consider information related to the policy objectives*
4. *Make judgements about achievement and effectiveness of the objectives*
5. *Recommend future actions*
6. *Report*

---

Reviewed: 2019

Next Review: 2022

Board of Trustees Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

---