

# STELLA MARIS CATHOLIC SCHOOL

## Policy: Classroom Release Time (CRT)

Mā roto hoki kia ora ka pai te kōrero.  
If the inner man is refreshed, the conversation will be agreeable.

### **PURPOSE**

To provide guidelines around entitlement to and use of Classroom Release Time (CRT).

### **PROCEDURES**

1. Every full-time permanent teacher, or long term reliever employed for at least a term, shall receive ten hours classroom release time 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 at least a prorated amount of ten hours classroom release time per term.
3. The BOT will fund the cost of CRT for any “over entitlement” teaching staff.
4. There may be circumstances where CRT is genuinely unable to be provided as planned. In this instance, the school will endeavor to reallocate the CRT at a later date in that school year.
5. CRT is to be used on site, unless otherwise agreed by the Principal.
6. Prior to taking CRT, the teacher is to liaise with the replacement teacher regarding delivery of the curriculum in accordance with education plans.

### **ACCEPTABLE USE OF CRT**

Acceptable use of CRT may include the following:

- Assessment of children
- Learning observations
- Reports
- Planning and preparation
- Preparing and creation of resources
- Observing other teachers to improve teaching practice
- Provision of specialist teaching
- Other uses as agreed between the teacher and Principal