

# Henderson Intermediate School

## CLASSROOM RELEASE TIME/NON-CONTACT TIME POLICY

**Classroom Release Time is for NZEI classroom teachers.  
Non-Contact Time is for PPTA teachers.**

### RATIONALE

CRT/Non-Contact Time at HIS should:

- Address teacher workload.
- Maximise benefits for student learning.
- Be equitable to all teachers.
- **Permanent and Fixed Term** full time teachers and **long term full time relievers** employed for at least a term, will have 20 hours CRT in Term 3 & 4 2024 and 25 hours CRT per term from Term 1, 2025 (NZEI) and no more than 20 hours of contact time per school week for teachers (PPTA).  
Permanent unit holders will receive an additional 10 hours CRT per term. This is additional to general classroom release time entitlements (NZEI).

### GUIDELINES

1. At HIS, this time will be used as follows:

- Planning
- Evaluation
- Assessment
- Reporting
- Personal Professional Development
- Observing other teachers
- Professional meetings
- Maintaining, repairing and purchasing equipment or resources
- Organising school related events
- Performing delegated school related tasks
- Running Records
- Diagnostic Interviews
- Report Writing
- Working with individual students

2. Allocation of Time:

#### Teachers – NZEI

CRT occurs when home classes are scheduled for Specialist Classes and/or when a teacher is released by part time teachers on a scheduled timetable.

#### Teachers – PPTA

Non-contact time will be provided by not scheduling classes on a regular basis each school week throughout the year.

3. When CRT cannot be provided for genuine reasons the School will endeavour to reallocate the CRT at a later date.

**Reviewed on 21<sup>st</sup> October 2024.**