

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** full time teachers and **long term full time relievers** employed for at least a term, will have 15 hours CRT in Term 1 & 2 2024 and 20 hours CRT in Term 3 & 4 2024 (NZEI) and no more than 20 hours of contact time per school week for teachers (PPTA).

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.

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 20th November 2023.