

# Evans Bay Intermediate School

## CLASSROOM RELEASE TIME / NON- CONTACT TIME POLICY

**Classroom Release Time is for NZEI classroom teachers.**

**Non-Contact Time is for PPTA teachers.**

### **Principles**

CRT/Non-Contact Time at EBIS should:

- Address teacher workload
- Maximise benefits for student learning
- Enable ½ classes to continue
- Be worked in blocks of time
- Enable contiguous learning to occur
- Be equitable to all teachers
- Enable all teachers to have at least 20 hours CRT per 6 month period/no more than 20 hours of contact time per school week.

### **Procedures**

At EBIS, 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
- Catch up for Technology classes

Any other use, particularly involving leaving the school site, is to be agreed upon between the teacher and the Principal.

### *Allocation of Time*

#### 1. Teachers - NZEI

CRT occurs when home classes are scheduled for Art and Technology.

#### 2. Specialist Teachers of Technology - PPTA

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

**Reviewed : 27<sup>th</sup> May 2009**