

Pembroke School

Classroom Release Policy

This is an operational policy designed in consultation between the principal and teaching staff of Pembroke School. The policy must be written in conjunction with clause 3.30 of the PRIMARY TEACHERS' (INCLUDING DEPUTY AND ASSISTANT PRINCIPALS AND OTHER UNIT HOLDERS) COLLECTIVE AGREEMENT 1 JULY 2019 – 30 JUNE 2022

Intent and purpose

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

The use of classroom release time will be professionally useful for the school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

Use of Classroom Release Time

This policy contains a list of the most common uses for classroom release time in our school. The list may be amended from time to time through consultation with teachers. Principal and individual teachers may also agree to other uses from time to time.

In our school classroom release time will be used for

Provisional staffing will generate .4 CRT per classroom teacher (10 hours per term)	
Planning/Preparation	Trip pre-visits
Evaluation	Appraisal meetings
Reporting	Assessment
Personal professional development	Reading/Research
Observing other teachers	
Any other use agreed to from time to time between teacher and principal	

Allocation of Classroom Release Time

The release will be provided by in school cover or through a reliever.

Pembroke Classroom Release Guidelines

Teachers to record release targets and release outcomes. Record to be kept with appraisal data.

Dates will be negotiated with teachers early each term and will come in the form of one and a half hours to half day or full day release times.

The Syndicate leaders will each term provide a timetable for when you will receive your release from the classroom.

When CRT cannot be provided for genuine reasons

Where for genuine reasons, during term planning or at short notice, it is not possible to provide CRT to an individual or group of teachers the school will:

- Record the reason for non-delivery
- Endeavour to reallocate the CRT at a later date in that school year if timetabling allows
- Review the CRT policy if required
- Use the record of non-delivery when reviewing the policy

Review of this policy

This policy will be reviewed as required in the following instances:

Staff turnover

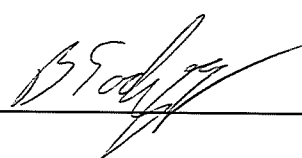
Recruitment/Retention issues

New Education initiative (e.g. intro of specialisation)

Concern about benefits to student learning

Any other genuine issue or concern

Chairperson: 

Principal: 

July 2020 Version adopted Recorded in B.O.T. Minutes

29/07/2020

Pembroke School CCTV - Surveillance Policy

Purpose -

Security Cameras are operated to provide protection and ensure safety for individuals and property. The system may be used to address issues of crime, anti-social behaviour and vandalism. Privacy of individuals will be protected in accordance with the Privacy Act 1993.

Associated Legislation -

Privacy Act 1993

Search and Surveillance Act 2012

Privacy and CCTV; a guide to the Privacy Act for business, agencies and organisations (office of the privacy commissioner - 2009)

Installation and location -

- The placement of cameras will be notified by appropriate signage at all entries and in several windows of buildings on site.
- Cameras will not interfere with normal activities of the space where it is placed nor unnecessarily intrude on the privacy of others, including neighbouring homes.
- The Principal will approve the placement and operation of all cameras on the site.

Recording and Operation -

- The Principal and Deputy Principal will manage the secure operations of the system.
- Images or recordings taken will be used for the purpose of investigation as needed. When this information is required for investigation it will be logged.
- Cameras will operate 24 hours due to the nature of the use of the school and its grounds. Use of the school in the weekends means incidents can and do occur at all hours.

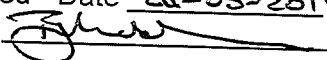
Storage, access and security -

- A secure login is required to access footage.
- Only the Principal or Deputy principal are delegated responsibility to access and view footage.
- The use of surveillance camera images will only be used for intended purposes.
- Removal of footage from the school storage device is prohibited.
- Footage will automatically be deleted at the end of the recording time that the hard drive allows. This is up to and including 90 days from footage being taken.
- Unauthorised personnel will not be able to obtain access to footage.
- New Zealand Police may view footage if requested. This will be in consultation with the delegated personnel responsible for the system.

Monitoring and Implementation -

The Board of Trustees will monitor the implementation of the above policy. The policy will be reviewed triennially or at any such time that there is a change to legislative and statutory requirements or in response to any issues that may arise.

Policy Adopted - Date 24-05-2018

Chairperson 

Principal 