

PURPOSE

The aim of this document is to ensure that all teachers receive their RFF entitlement each week, in a manner that minimises disruptions to the school routines and students' learning.

RATIONALE

Every full-time and temporary teacher is entitled to two hours release from face to face teaching commitments each week. This time is allowed for teachers to engage in lesson preparation, conducting parent interviews, assessment of individual students, training and development, stage and grade team meetings and other activities concerned with the fulfilment of their duties.

The RFF time will usually be made available by a dedicated RFF teacher and the Teacher/Librarian, whose duty it is to provide this support.

AIM:

- To organise the school timetable and significant events to provide time for each teacher's RFF entitlement.
- To provide where possible a pro-rata RFF entitlement for teachers in part-time positions, even when this may not be an entitlement.
- To minimise disruptions to students' teaching and learning activities and school routines.

IMPLEMENTATION STRATEGIES:

- At the beginning of each year an RFF timetable will be established in consultation with staff.
- The RFF teacher/s will provide appropriate teaching/learning activities in a specific Key Learning Area.
- The librarian will also provide appropriate teaching/learning activities in information skills
- Class teachers will work collaboratively with the RFF teacher and the Teacher/Librarian to ensure that the full range of Key Learning Area outcomes are met
- Occasionally a school function will clash with the RFF timetable and this may necessitate a change of routine. This will occur when a teacher is required to perform other face to face duties on the day in which their RFF time would usually occur, i.e. Sporting events, excursions. Where possible a change of RFF time should be arranged with Stage Supervisors, the appropriate RFF teacher and any other staff member this may affect.
- When teachers are required to perform duties that do not require face to face teaching then no such change should be necessary as more relief from face to face, than the entitlement, has been provided e.g. school development days, training and development activities, etc..

- Teachers should stay on the school premises during their release time. Teachers leaving the school for any reason must consult with the principal or their supervisor. The principal must be informed.
- The following activities are considered as having high priority for teachers when on release:
 - ▶ Development and evaluation of curriculum
 - ▶ Development and evaluation of special programs
 - ▶ Staff development activities
 - ▶ Discussion with principal and/or supervisor
 - ▶ Professional reading and “research”
 - ▶ Observations in other classrooms
 - ▶ Development of resource materials for class or school use
 - ▶ Activities associated with student assessment and the development of individual programs of work
 - ▶ Activities designed to foster school-community relationships
 - ▶ Student counselling
 - ▶ Liaison with parents
 - ▶ Parent / teacher interviews
 - ▶ Preparation of teaching/learning programs

EVALUATION

This policy should be discussed with the staff at the beginning of each year and any necessary changes made.

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Scheduled Review	2012