

## Out of Class Policy and Procedures

- Teachers moving around the school during DOTT time are encouraged to **escort** students without identifiable passes back to class.
- Teachers should **never ignore** students who are out of class without permission.
- Wherever possible do NOT allow students to go to the toilet during class time; particularly not in the first 30 minutes of Periods 1, 3 or 5.
- If a student repeatedly asks to be allowed to go to the toilet please refer them to the nurse.
- **DO NOT allow students out of class to get a drink.** Please allow water bottles in the classroom. Water bottles are to be filled at recess and lunch only.
- If a student arrives late to class, **DO NOT send them** to get a note. This can be followed up later and will only further delay the engagement of the student in your lesson. Invariably, if the student has a legitimate reason for being late to class **they will have been given a note** by the person releasing them to class.
- Each staff member will be issued with the following:
  - One *Out of Class Pass* on lanyard
  - *Out of Class Pass* Recording Sheet
  - *Out of Class Notes*



## Out of Class Pass

Please use as follows:

- Only ONE student to be out of class at any time, unless small groups of students are moving to or from the Library. Such arrangements MUST be negotiated with Library Staff ahead of time.
- Students are to wear the *Out of Class Pass* around their neck so that it is visible at all times
- Teacher to record student departure on the *Out of Class Pass* Recording Sheet
- Ensure time returned is completed upon student return to class
- Collect *Out of Class Pass* from student upon their return to class

**Please Note:** Record sheets may be collected at any time by the School Administration to verify student whereabouts.

## Out of Class Pass – Course Specific

Subject specific *Out of Class Passes* are to be provided by class teachers to students who have permission to be out of class. It is the responsibility of the relevant subject teacher to record the names of students who have been issued with passes.

## Student Appointments

If a student is required by a School Administrator or a member of the Student Services team they will be provided with a yellow *Out of Class Note* which will indicate the time required and time leaving the appointment. The student is to carry the **yellow** note at all times.