

Policy for Leaving the Classroom

Introduction

Effective use of classroom time is essential for student attainment. Students leaving class during teaching time reduces their learning, disrupts the learning process and creates potential concerns about accountability from teachers and supervision of students once outside the classroom.

Aim

The aim of this policy is to instill a sense of responsibility in both teachers and students to ensure no student leaves the class during lesson time except for emergency e.g. clinic visit, councilor meetings and supervisor meetings. Develop a culture where staff challenge students to explain themselves when discovered outside lessons during teaching time without a pass. (Grades 4 and above)

Procedure:

Teachers must ensure a reason is valid for students to leave class while teaching and provide them with a pass (to go to the supervisor only) which has the teachers name clearly written. A pass system will then monitor and restrict student movement during teaching time.

Student Affairs Supervisor will record the student and teacher's name with the reason before keeping the teacher pass and issuing a corridor pass. The supervisor has the right to return a student to class, if there is a record of regular leave without a valid reason and/or follow up with the nurse/councilor. (Coloured pass card will indicate their final journey). Teachers must instruct students to use break times for visits to the toilet, wherever possible.

Student Affairs Supervisor will provide a set of 4 coloured, laminated, "Corridor Pass cards" and will include the name of the Clinic, Councilor, Reception or Toilet. They may only visit the area for the purposes that were intended and must return to the class as quickly as possible. All staff must be vigilant of students outside the classroom, checking to ensure they have appropriate authorisation and are not abusing the system.

Students are responsible for returning the cards to the supervisor after use. Teachers will not hand out passes during active teaching or in the final 10 minutes of the lesson to ensure students are learning and accounted for.

Where a student has to leave school during the day:-

- A member of staff, nurse, councilor or receptionist must collect the child.
- The student will wait in reception until collect by their parents or an authorised adult.
- For secondary grades 9 - 11 the receptionist will phone the parents and an email approval will be required to release the student from school. Without this emailed approval or the parent being present, no student is permitted to leave school before the end of the school day.

- The receptionist will give the student a Gate Pass to hand to security on their way out of school.
- Security will not permit any students (regardless of whether accompanied by a parent) to leave school early without handing in a Gate Pass.