

OUT OF CLASS

PROCEDURE

Rationale:

- It is vital for students to utilise their time in class productively.
- As part of their duty of care, teachers are required to monitor closely class attendance. This includes the time that students request to leave the classroom.

Aims:

- To provide students at Wollongong High School of the Performing Arts with clearly defined procedures in relation to class attendance.
- To provide clear guidelines for both staff and students in relation to out of class procedures.

Implementation:

- If a student needs to leave the class to go to the toilet, to attend sick bay, etc., the teacher is to provide the student with an “out of class” lanyard.
- If a teacher does not have a lanyard – information can be provided either in the student’s diary noting the student’s name, the date, the time and the reason for the absence from class or on a piece of paper.
- Students are asked to leave their mobile phones with the teacher while they are out of class.
- The student is then required to produce either the pass or note when requested by staff.
- If a student is found out of class without a signed diary entry or note from the teacher, the students should be directed to the relevant Head Teacher/Deputy Principal.
- Staff are encouraged to ask all students for their pass or note if they are found out of class during regular scheduled lessons.

Evaluation:

This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last discussed by the School Executive in...

March 2019