



# MAIDEN GULLY PRIMARY SCHOOL

## Time Out Policy

At the beginning of the year all students have been familiarised with our Student Code of Conduct in relation to:

- School Values
- School Boundaries
- **Yard Behaviour Matrix**
- Negotiated Class Rules

### Time Out Protocols-

- It is the Reporting (Yard Duty/Classroom) Teacher's responsibility to log the name of any student/s required to attend a Time Out into SENTRAL. A Time Out needs to be logged in Sentral as a negative incident. Lunchtime incidents are to be logged by the timeout staff- whenever possible.
- **The Reporting Teacher is responsible for making contact with the parent/s of the students involved. Example; phone call home. Parents to be contacted on the day of the timeout given.**
- In the case of a yard or specialist 'time out', the teacher managing the issue (where possible) will communicate the incident with the classroom teacher prior to notifying parents. This is to gather as much information about the student as possible.
- ***The classroom teacher, Principal or Assistant Principal, maybe in a better position to contact the parents- this is to be negotiated.***
- The Time Out supervising teacher will check the Time Out list on Sentral before commencing their session and mark the time out register during time out.
- **The Reporting Teacher, where possible, will have a restorative conversation with the student in question, as part of process, either before or during the session.**
- Time Out is to be conducted each lunch time between 11:15-12pm.
- **Teachers are rostered on throughout the term in a cycle. Two staff will be rostered on for each time out session and they can split the time or partner-up together. If a teacher has staffed the timeout room at lunch, where possible, will be removed from recess duty. 😊**
- If the teacher on Time Out is away for any reason, it is their responsibility to communicate this with the AP or Principal and organise a swap with another staff member- where possible.
- **Students can be sent to the Time Out room during lunchtime, students must be accompanied to the Time Out room by the yard duty teacher at the end of their duty or change over.**
- Time Out is to be conducted in Room 20, unless otherwise stated and staffed the entire session by the supervising teacher.
- **Students placed in timeout after lunchtime are to walk with the teacher on duty at recess, additional time outs may carry over to lunchtime the following day. The same follow up procedures apply. The teacher adding a 'walk with the teacher at recess timeout' must complete the SENTRAL timeout register.**

During the Time Out session the supervising teacher is responsible for-

- **Discuss the incident with the student – in accordance with our School Values and the Maiden Gully Restorative Practice Questions.**
- Ensure incidents are recorded onto Sentral.

- Ensure students perform community service during their session. This may include picking up rubbish, sweeping, weeding or walking with a yard duty teacher. The teacher on Buildings Duty will support the supervision of community service.
- During a wet weather timetable- time out will not run but will be followed over the next day.
- In extreme cases students will attend the Principal or AP's office during a wet day timetable.

#### Time Out

- Rubbish Bags located in Room 20.

#### Time Out occurs when a student-

- Has had 2 or more rule reminders and fails to behave in accordance with our School Values.
- Is in breach of our Yard Behaviour Matrix and or had 2 rule reminders.
- Is in breach of classroom rules.

Students who fail to complete a Time Out session (choose not to show up) will need to make it up, as well as attend an extra Time Out session, this is at teacher discretion.

The supervising teacher will mark the Time Out Register and ensure students have been marked off the register.

Extreme cases may result in immediate yard withdrawal by the Yard Duty Teacher.

The Principals discretion may also be used when "exceptional" circumstances occur, in relation to sanction and/or time removed from school yard.

The Time Out protocols will be reviewed at the end of Term 1- 2019.

#### Policy Reviewed 26.3.19

#### Restorative Questions

##### Restorative Questions- Wrongdoer

- What were you thinking when you.....?
- What have you thought about since it happened?
- Was it the right or wrong thing to do?
- Who has been affected by what you did? In what ways?
- What could you do differently next time?
- What can you do to fix things up?
- What can I do to help you?
- Can we put this behind us and move on?



##### Restorative Questions – Victim

- Have you Named It?
- How did you feel when it happened?
- What have you thought about since?
- How has it affected you?
- What would you like to see happen?
- Is this issue now closed for you?

