



KAPUNDA
High School

TIME OUT ROOM FREQUENTLY ASKED QUESTIONS

What is the purpose of the Kapunda High School 'Time Out' Room?

While the majority of our students work effectively within existing classroom guidelines, there is a small proportion of students who, at times, behave in a manner that prevents teachers from teaching and students from learning.

Having a designated and supervised area for students to go in such situations supports all students' learning.

What do students do while in the Time Out Room?

Students are required to complete a reflection comment on *Day Map* outlining the events and their actions that lead to them being sent to the Time Out Room.

They also have the opportunity to think, without distractions, about their behaviour choices and plan their re-entry back into the class.

After the initial lesson in the Time Out Room, students have the opportunity to continue with school work. Teachers on duty can assist students with this.

Students in the time out room are not permitted to use phones. To support them with this, they are required to switch off their phones and put them in a box on the teachers' desk.

How are students in the Time Out Room supervised?

Teachers are rostered on to provide supervision. Additionally, relevant Year Level Managers and/or the Leader of Well Being, at times, use this time to 'touch base' with students and discuss issues that might help the student to make positive changes with their behaviour.

Where is the Time Out Room located?

The Time Out Room is located in Room 94. Room 94 is a centrally located large general teaching room. It is next to the Year 12 Study Room.

For how long are students in 'time out'?

Once referred, the student will be required to spend *that lesson and up to three more lessons* for that subject in the Time Out Room.

Successful completion of the reflection comment and a positive re-entry meeting with the subject teacher will enable the student to return to the classroom ahead of the four lessons.

Who initiates the re-entry meeting?

Ideally we want students to take responsibility for their behaviour and learning by initiating the re-entry meeting.

However, we understand that for some students this is something that they are not particularly skilled at doing and thus sometimes require teachers to take the lead in making a time for a re-entry meeting.

Who can be at the meeting?

Depending on the circumstances, it may be appropriate to involve extra people in the re-entry meeting;

- Depending on the situation it may be appropriate to have another staff member present. This could be a year level manager or subject co-ordinator or another trusted staff member. A student may request the presence of the Leader of Well Being, for example.
- For students who have been sent to the time-out room from a specific class on multiple occasions, it may warrant the involvement of a parent.

What if the student hasn't re-entered by the time the four lessons has elapsed?

If there has been difficulty in the re-entry process, it is important to involve the year level manager as soon as possible.

If the student has not been prepared to engage appropriately in the re-entry process, it may, at times, be necessary to move to an internal suspension.

What about when students have been absent from school?

In such situations, teachers and students are encouraged to speed up the process and look to arrange a re-entry meeting as soon as possible.

What about where the teacher is absent from school and the student is due to have a re-entry meeting?

If the teacher knows that they are going to be away from school, then they are encouraged to have a re-entry meeting prior to their time away. If the absence is unexpected, then the relevant Year Level Manager can work through the re-entry process on their behalf.

Can a relief teacher refer a student to the time out room?

Students are expected to work within the Responsible Behaviour Policy at all times - regardless of the teacher and as such, relief teachers can refer students to the time out room.

Similarly, relief teachers can re-enter students. However, if they are not available, re-entry should then be through the subject teacher.

How are parents/caregivers notified if their child has been referred to the time out room?

When a student is referred to the Time Out Room, the parent will be alerted through a SMS.

Later, more details about the Time Out will be available through the student's *Day Map*.

What if a student feels that they have been unfairly treated?

The student must still go to the Time Out Room but will have the opportunity to appeal the process by completing an Appeal Form and then seeing the relevant Year Level Manager.

These discussions **may** result in alternative actions being taken.

What if students don't go to the Time Out room?

Students who don't go to the Time Out Room face internal suspension.

What if students do not behave appropriately while in the Time Out room?

If students do not work quietly and individually in the Time Out Room, they will generally be internally suspended and if necessary, externally suspended.

What steps will occur before students are sent to the Time Out Room?

Teachers use a wide range of verbal and non-verbal strategies in their classrooms to effectively manage behaviour.

However, in a formal sense, students will usually receive two clear warnings before moving to the 'time out' stage. They may have already had to move within the classroom setting.

In some situations, it is not appropriate to work through the reminders and warnings due to the severity of the behaviour and/or the safety risk.

How many students are referred to the Time Out Room?

Ideally, we would like to have no-one referred to the Time Out Room but the reality is that sometimes students make poor choices about their behaviour which impacts on the rights of teachers to teach and students to learn.

Experience suggests that the overwhelming majority of our students will never be referred to the Time Out Room while others may only be referred once or twice.

An important step in the 'time out' process is the re-entry process which will be focussed on restoring the relationship between the student and the teacher.

Are there more suspensions as a result of the Time Out Room?

Internal and external suspensions are currently part of all schools' behaviour management policies.

Illegal, violent, unsafe and abusive behaviour provide grounds for suspension.