



**LORETO SECONDARY SCHOOL,
CLONMEL**

**Procedures for
Time Out Cards**

The Philosophy of Time of Cards

The **TIME OUT CARD** is a valuable resource that allows vulnerable students to take, under specific guidelines, **TIME OUT** of a class so that they can return to class ready to participate fully. Clearly laying out guidelines for use of these **TIME OUT CARDS** is done to protect our most vulnerable students.

Instructions for staff regarding TIME OUT CARDS

- Students have been informed of the guideline for the use of **TIME OUT CARDS**.
- A student must place the **TIME OUT CARD** on the teacher's desk.
- A teacher accepts without question the **TIME OUT CARD** and allows the student to leave class.
- The teacher sends word to the front office to ensure that the student signed in at the front office as the student has presented a **TIME OUT CARD** to the teacher.
- A receptionist ensures that the student on the **TIME OUT CARD** signs in to sick bay and informs the Guidance Counsellor. If the Guidance Counsellor is not available, then the SNAs will be informed.
- The receptionist will send an email confirming that the student has signed in to the relevant teacher.
- A teacher should return the **TIME OUT CARD** to the Guidance Counsellor's pigeon hole with a note of the day, date and time that the **TIME OUT CARD** was used together with the student's name.
- Staff will be informed, as necessary, when a student is in possession of **TIME OUT CARDS**.

Instructions for students regarding TIME OUT CARDS

- A student receives **TIME OUT CARDS** in consultation with the Guidance Counsellor or Principal only.
- Without a **TIME OUT CARD** a student cannot avail of **TIME OUT**.
- A **TIME OUT CARD** is
- A student receives only 3 **TIME OUT CARDS** from at a time.
- A student must place the **TIME OUT CARD** on the teacher's desk.
- A teacher accepts without question the **TIME OUT CARD** and allows the student to leave class.
- The student goes directly from the classroom where the **TIME OUT CARD** has been presented to sign in at reception.
- The student goes to sick bay for the remainder of that class and returns to class at the start of the next class unless, following consultation with the Guidance Counsellor, Deputy Principal or Principal, the student is permitted to do otherwise.