

Mohill Community College

OUT OF CLASS PERMISSION POLICY

1. Students must have their (own) school Journal with them leaving the classroom. The *Out of Class Permission Permit* at the back of the Journal (blue pages) need to have the date, time, T or L (toilet or locker) and teacher initials for each incident of leaving.
2. If a student is late to class, please check Journal for explanatory note. Morning lateness to school will be stamped on the relevant date in Journal. If they have not been stamped in late, please enter a signature for lateness to class.
3. Students are expected to visit the toilet, if necessary, before school and during breaks. Toilet visits within minutes of the bell are unreasonable.
4. Toilet visits during class times are permitted in cases of emergency. Repeated cases of emergency will, in the interests of Health and Safety, require notification to the school in relation to the medical issue.
5. Students are expected to remain at their designated desk/work space in all classes until the bell sounds at the end of class. Students queuing at the classroom door before the bell can lead to unsafe behaviour on exiting the classroom and on the corridor.
6. Student appointments with school personnel/external agencies which involve absence from class may, if notified to the Office in advance, be listed as 'Other' on VSware. 'Other' indicates (among other things) that the Office is aware of an appointment either external or internal which will take a student out of class.
7. School personnel/external agency personnel may notify or consult with an individual teacher(s) when scheduling meetings with students.
8. We acknowledge that such notification or consultation may not always be feasible.
9. If teacher(s) have not received advance notice, subsequent notice to clarify absence from class will be given. This may take the format of a note with the student to class, accompanying the student back to class, or a word with teacher retrospectively.
10. Students may only leave their classroom with the express permission of their teacher/supervisor. Any breach of this will be considered a discipline matter.

For the purpose of this Policy 'Teacher' also includes SNA, Student Teacher and Supervisor.

Covid-19 Updates to this Policy

The practice of students leaving the room should, in the interests of safety, be absolutely minimised.

1. *Out of Class Permission Permit* in School Journal has been replaced by sheet on Teacher table which notes students leaving room to access toilets (sheet is for contact tracing purposes).
2. If a student is late to class, morning lateness to school will insofar as possible be noted by the Office and 'Abs' entered by the teacher changed to 'Late'. This change from 'Abs' to 'Late' may also be done at classroom level.
3. Students are expected to visit the toilet, if necessary, before school and during supervised breaks. All toilet areas will be supervised (externally) to facilitate social distancing in toilet areas.
4. Toilet visits during class times are permitted in cases of emergency and are noted on Contact Tracing sheets in classroom. Repeated cases of emergency will, in the interests of Health and Safety, require notification to the school in relation to the medical issue.
5. Students are expected to remain at their designated desk/work space in all classes until the bell sounds at the end of class. Students queuing at the classroom door is not in keeping with social distancing.
6. Student appointments with school personnel/external agencies which involve absence from class may, if notified to the Office in advance, be listed as 'Other' on VShare. 'Other' indicates (among other things) that the Office is aware of an appointment either external or internal which will take a student out of class.
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Approved by the Board of Management: 4th October 2021.

This Policy will be reviewed regularly.