

# Relief Teacher Support – Time Out System

Tokomairiro High School has a withdrawal system that is based on a restorative process and links in with our Behaviour Management for Teaching and Learning document. Relief teachers have an alternative to the system, recognising the need to support relief teachers whilst acknowledging the difficulties for them to participate in the restorative process.

The System:

1. The relief teacher removes a student from the class if they are disrupting the learning of others.
2. Student being removed is given the form designed for this purpose and is asked to go to the office. (This form is found in the *relievers pack*.)
3. Removed students report to the office where they are directed to a place of supervision for the remainder of the period.
4. The office puts the top part of the form in the appropriate dean's pigeon hole, filling out the bottom part and sending it with the student to their re-directed supervising teacher.
5. The Dean follows up by seeing the student and issuing appropriate consequence. (Recommendation would be attending catch up class to catch up on the learning tasks missed)
6. The Dean enters this into Kamar, recording it as "*Time out – reliever*".
7. The Dean monitors "reliever timeouts" to determine if patterns exist.

To operate system requires:

- "Relievers' Time Out Referral" support forms to be placed in reliever kits.
- Office notified of the system
- Time out places are set up for each period of the day(including form times).