

# LAKE MUNMORAH PUBLIC SCHOOL



## SCHOOL INTERRUPTION POLICY

### **Rationale:**

- Interruptions to classes and other work environments during learning time in schools is unavoidable. However, if unmanaged, interruptions can become excessive, be aggravating, interfere with productivity and can become detrimental to the continuity of teaching and learning programs and to individual student achievement.

### **Aims:**

- To manage disruptions effectively, ensuring that only necessary and minimal interruptions are occurring across the school on any one day.
- To increase overall productivity in the school.

### **Implementation:**

- Students are to be in classrooms at all times. They are only to leave classrooms for important, legitimate reasons, these being part of the student's learning program. A pair of students to do all morning messages (canteen basket, roll, and messages). Different pair each day.
- Teachers are not to release students early from any learning session and an orderly exit from each classroom must be drilled with students and followed strictly.
- Assistant Principal will develop a schedule of interruptions to class time at the beginning of each term. This will be published in Week 2 of each school term. (Schedule attached)
- Teachers and other support staff will seek permission from an executive member of staff to withdraw student/s during class time. A permission to withdraw student/s form must be completed by the requesting staff member and signed by school executive.
- Teachers will maintain a log of students who are given permission to leave class. Teachers are to monitor this log to identify any patterns or trends emerging. A class pass must be issued to every student leaving the classroom for any reason.
- A schedule of students needing to be administered medication will be published in Week 2 of Term 1 each year. This will be updated on a needs basis.
- Teachers and other staff members are asked to refrain from sending students on messages and errands at any time during the school day. This includes messages to office areas.
- Students are not to be sent to the school office area for any purpose during learning times. They can approach the school office at recess and lunchtime if necessary.
- Instagram students and students showing book work to executive staff should only do so during the last five minutes of each learning session.

- Photocopying requests are to be submitted at least the day before being required. DO NOT send students down for photocopying during learning sessions.
- Students are NOT to print work to the school photocopiers unless permission from the assistant principal is secured by the classroom teachers. If permission is granted only one/two students are to be sent to the office area for collection.
- Movement of students should be managed by the class teacher so that noise is minimised and does not interrupt or interfere with other classes or work areas.
- Consideration is also to be extended to executive and office staff during the work day and only essential matters should be raised and only after checking the convenience of the contact.
- Office runners will be timetabled from Stage 3 classes to run errands and messages through a day. One student per day will be allocated for this task.
- Interruption issues that cause aggravation or that interferes with teaching and learning are to be brought to the attention of the principal.
- Interruption audits will be conducted throughout the term at a time determined by the principal.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by the School Executive in....

Nov 2016