South Dartmoor Community College

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SOUTH DARTMOOR
Community College

SIXTH FORM
South Dartmoor

17 October 2023

Dear Parent / Carer

RE: SUPPORTING STUDENTS TO ACCESS THE CLASSROOM – TIME OUT CARDS

At South Dartmoor Community College, we aim to be inclusive and support all students in accessing their learning.

We understand that this may require us to find a careful balance between emotional needs and high academic aspirations. Finding this balance is important for all our students, and especially so for those who may have additional needs in the form of anxiety, medical concerns, or conditions such as ASD, ADHD/ADD, or dyslexia.

Pupils with these conditions, or other barriers, may find the demands of a 60-minute lesson a significant challenge at times. As such we may provide these students with a 'Time Out' card. This pass can help a student to find a balance between their emotional and academic needs.

At the same time, we are aware that the best place for our students to learn is in the classroom with the specialist teacher. This is where they are safest and best placed to make progress. As such you will find our framework for 'Time Outs' detailed below. The aim of this framework is to offer emotional support, whilst ensuring we have a system in place that keeps academic aspirations high.

Time Out Framework

Time Out Cards are awarded through consultation by the school SENDCo / Assistant Headteacher (Inclusion) - Mr Ian Squires. This ensures that there is consistency in the process.

Once awarded, the card is recorded on their Pupil Passport (for those pupils with SEND) and Class Charts, so that the teachers in each class have a record of individual need.

Teachers will support this process by:

1. Building a relationship with students so they understand when a Time Out may be needed.
2. Being aware of patterns of when Time Outs are used, so they can help highlight and remove any barriers.
3. Considering any other methods of removing barriers in the class to maximise the time in front of the teacher
4. Building, where possible, natural movement breaks into the lessons.

Guidance for using Time Out cards

If a student does need time to regulate outside of the class, the following guidelines apply:

1. Movement between lessons will provide a break – no time out needed between the start of the lesson and through to the completion of the 'Get to Work' task.
2. Time Outs to be taken around natural breaks in the lessons – between phases of the lesson. Children should be able to commit to 15/20 minutes of focused work.
3. Where possible staff will articulate when breaks may be available to the children.

4. One Time Out per student per lesson.
5. Pupils must wait for peers to return before leaving – only one student per class should be out at any one time.
6. Time Outs will be recorded on Class Charts.
7. Students will need to show their physical card to exit the lesson.
8. During a Time Out, students will be expected to walk to the Hub / CAIRB, check in and return to class. Staff in these spaces will talk to the pupils and triage any issues.
9. Students will not be able to take a Time Out in the last 15 minutes of a lesson.
10. If Time Outs are not used appropriately then the card will be removed.
11. Time Out cards will be reviewed half termly by Mr Squires and re-awarded if evidence suggests the need for support remains.

Throughout this process there will be an element of professional discretion to allow for differing circumstances.

Students have been informed of the expectations and the responsibility that comes with being issued with a 'Time out' card. If students exploit this, they will be managed through our behaviour system. From after half term, there will be a re-set of Time Out cards. If you suspect your child might have been missed, please do not hesitate to contact me Email: isquires@southdartmoor.devon.sch.uk.

Thank you for your support and please do contact us if you have any questions.

Kind regards

I Squires

Mr Ian Squires
SENDCo