



WITHDRAWAL SHEET- ENGLISH DEPARTMENT

CLASS TEACHER TO COMPLETE

Student Name: _____ Year: _____ Date: _____

Classroom Teacher: _____ Room: _____ Session: _____

Subject: _____ Time Left Class: _____ Withdrawal Room: _____ Time Arrived: _____

Work to be completed: _____

Meeting with teacher scheduled for: _____ Program Coordinator involved? Yes/ No

Reason for removal from class: (please tick)

- Not following teacher instruction
- Failure to respect the rights of others
- Preventing others from learning
- Using inappropriate language
- Other

Other action taken by the class teacher: (please tick)

- Low Key Strategies used
- In class isolation
- Parent contact (previously)
- Letter of Concern (previously)

SUPERVISING WITHDRAWAL TEACHER TO COMPLETE

Supervising teacher feedback: (please tick)

- Behaved appropriately
- Completed set work
- Some disruption
- Did not complete reflection sheet
- Unacceptable behaviour

Supervising Teacher: _____ Signature: _____

STUDENT TO COMPLETE

Read all questions first, then answer neatly. Please return this sheet to the supervising withdrawal teacher.

In your own words explain what happened?

Who has been affected by what you have done? In what way?

What do you think you need to do to make things right?

CLASS TEACHER TO COMPLETE

Class teacher comment and action taken: (please tick)

- Teacher enters behaviour on SIS
- Parent contact made by the teacher
- Incident referred to Program Coordinator (if necessary)
- Interview arranged (if necessary)