

POLICY: LATE ARRIVAL OF STUDENTS

1. Rationale

As part of the ongoing relationship between home and school, St Michael's staff believe that it is a parental responsibility to ensure that children arrive at school at the correct time.

2. Aim

For parents and children to support the premise that punctuality is an important component of a school's function and the establishment of an organised routine for children.

3. Implementation

- 3.1 School hours are from 8.50 am until 3.10 pm.
- 3.2 A warning bell is rung at 8.45 am.
- 3.3 When the warning bell sounds children proceed to the area where they line up and wait to go into class.
- 3.4 The bell for prayer rings at 8.50 am.
- 3.5 Class rolls are taken at 8.50 am
- 3.6 Children who arrive after the 8.50 am bell are considered late and must be accompanied by a parent to the office to complete the 'late arrival' record slip. Children who are late are deemed to be partially absent.
- 3.7 The 'late arrival' record slip indicates the child's name, the child's class, the reason for the late arrival and the time of arrival. The 'late arrival' record slip is kept at the office and the details are entered by office staff into the school's attendance records for the day.
- 3.8 Once the details of his/her late arrival have been completed, the child will receive a lilac "late" card which they must give to their teacher. The teacher is then aware that the child has signed in at the office.
- 3.9 Children who are late due to a bus delay must also come to the office.
- 3.10 Parents of children who are regularly late will be contacted by the School Principal.

4. Evaluation

The policy will be evaluated annually.