



LATE ARRIVAL OF STUDENTS POLICY

Created: June 2012

Rationale

As part of the ongoing relationship between home and school, we believe that it is a parental responsibility to ensure that children arrive at school at the correct time on each day classes are provided for the children.

Aim

- 🕒 For parents and children to support the premise that punctuality is an important component of a school's function
- 🕒 For all children to be at school at the commencement of each teaching day

Implementation

- 🕒 School hours are from 8:30am to 2:45pm
- 🕒 A warning bell is rung at 8:28am
- 🕒 When the warning bell sounds, children proceed to the Top Netball Court for Morning Assembly where they line up in their respective class lines
- 🕒 A final bell is rung at 8:30am– all students should be lined up and sitting quietly
- 🕒 Late children should be accompanied **by a parent** to the School Office and a yellow 'Late Arrival' slip is completed by the parent
- 🕒 The student then proceeds to their classroom and presents the teacher with the yellow slip and details of arrival time and partial absence are noted in the class roll
- 🕒 Children arriving late because of a late bus should also proceed to the School Office
- 🕒 Parents of children who are regularly late will be contacted by the Principal

Evaluation

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this program.

Review Date: March 2014