



LATE ARRIVAL OF STUDENTS POLICY

Updated April 2020

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 Court (Primary) or Bottom Court (Infants) where they line up in their respective class lines
- A final bell is rung at 8:30am and all students should be lined up quietly
- Children who arrive after this time, when the classes have forwarded into their respective rooms, are considered to be late
- Late children should be accompanied **by a parent** to the School Office and a 'Late Arrival' slip is completed by the parent
- The student then enters the school either via the Office or via the Blue Wall gate and then proceeds to their classroom. The Office staff enter details of arrival time and partial absence 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 may 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: June 2021