



Glenmore Parkway, Glenmore Park NSW 274

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PROCEDURE FOR DEALING WITH LATENESS TO SCHOOL

- 1) Punctuality is an important habit that students must value in order to be more properly prepared for the world of work. Punctuality to school also means less disruption for the classroom teacher and for other students. Students who spend the majority of time in the classroom are those who are successful academically.
- 2) Lateness to school falls into two broad categories at our school:

- i) those who are occasionally late
- ii) those who are chronically late and who have fallen into poor attendance patterns.

All students who are late to school report to Mr Guinery, Head Teacher Maths, during assembly or after assembly to the front office for a late note.

- 3) Lateness to school is defined by the bell for roll call at 8:25am. All students should, at this bell, move to roll call on the quad area or PBL rooms if raining.

Students have their uniform checked when they are late and will be given a detention where they have failed to follow the uniform procedures.

DEALING WITH LATE ARRIVALS

- i) Students who are occasionally late to school will be spoken to and have their name recorded.
- ii) Students who are regularly late will have a letter sent home to the students parents. Further lateness will mean a lunchtime detention. A parent interview and an 'after school detention' will occur for further infringements.
- iii) Students that are late to school because of a late but will sign on in a separate roll.
- iv) This procedure does not apply to students with late start/early leave privileges.