POLICY: LATE ARRIVAL OF STUDENTS

1. Rationale

As part of the ongoing relationship between home and school, St Michael’s staff believes 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.

3. Implementation

3.1 School hours are from 8.50am until 3.10pm.

3.2 A warning bell is rung at 8.45am.

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 is rung at 8.50am.

3.5 Children who arrive after the 8.50am bell are considered to be late and must be accompanied by a parent to the office to complete the ‘late arrival’ book.

3.6 The ‘late arrival’ book indicates the child’s name, the child’s class, the reason for the late arrival and the time of arrival.

3.7 Once the details of his/her late arrival have been completed, the child should go to the classroom and the teacher should indicate in the roll the time of arrival.

3.8 Children who are late because of a bus must also come to the office.

3.9 Parents of children who are regularly late will be contacted by the school principal.

4. Evaluation

The policy will be evaluated annually.