

Late to Class (Secondary)

Policy:

Students who arrive to class late interrupt the teaching and learning process of the classroom. This policy is intended to monitor the frequency of students arriving to class late and advising parents of this issue. The school understands there are times when students are unable to attend the class on time due to various reasons, therefore students are given 5 chances per term before the 'Late to Class Policy' is implemented.

Users:Principal, Deputy Principal, IT Manager, Year Level Coordinators and Teachers

Procedures: If a student is late the Classroom teacher talks to the student and places a note in Synergetic for each time a student is late. Teachers may issue recess detentions if a student is late to their class.

5th Time Late	<ul style="list-style-type: none"> Sms to parents and a note in synergetic by YLC Issued with a lunchtime detention
7th Time Late	<ul style="list-style-type: none"> Sms to parents and a note in synergetic by YLC Issues with a lunchtime detention
9th Time Late	<ul style="list-style-type: none"> Parents are provided with a letter and sms by the YLC. Note placed in synergetic Student is issued with an afterschool detention
11th Time Late	<ul style="list-style-type: none"> YLC to advise the HOD if a student has been late to class on the 11th Time. HOD to contact parents for a meeting. Students will be excluded until a parent/guarding comes in for meeting. Note placed in synergetic by the HOD
13th Time Late	<ul style="list-style-type: none"> HOD call parents in for a meeting with the Principal .
Notes:	<ul style="list-style-type: none"> Students will be given a 5min grace period during class change over only. Students must have a pass if they were with a teacher or staff member, otherwise they will be considered as breaching the policy