



Late Arrival Policy

Our purpose:

Ensuring every child is learning and achieving within a safe, supportive, tolerant, inclusive and well-disciplined learning environment.

Rationale

Our late arrival policy promotes three key messages:

1. All children should be on time and ready to start school at 9:00am.
2. The school staff will monitor, communicate and implement strategies to prevent persistent late arrivals to school by the same child.
3. Arriving late to class is disruptive and means the child arriving late misses important instructions or lessons.

Responsibilities

School responsibilities:

- Clearly articulate to parents and carers the expectations regarding their child being on time for class.
- Contact parents and carers as soon as possible if the school is concerned about the regularity of arriving late to school.
- Ensure late arrival is managed in line with parent or student coming to the office and obtaining a late slip.

Student responsibilities:

- Attend school regularly, on time and ready to learn

Parent responsibilities:

- Inform the school of the reason for your child's late arrival.
- Let the school know if there are any problems that may affect your child's ability to start school at 9:00am.

Strategies

At Labrador State School we promote punctuality to class by:

- Praising and promoting punctuality of students to class
- Ringing of a get ready bell at 8:50am.
- Using OneSchool to track a student arriving late on a weekly basis.
- If there is a pattern of late arrival, the parent will be given a brochure called, 'What sort of start is your child getting?' This explains the effects of lateness to a child's education.
- A pattern of late arrivals will result in one of the leaders or office staff talking to the parent either face to face, or via a telephone call or a text.
- Students who are late to school maybe required to check in with the principal at morning tea for the first 10 minutes. If this occurs students will have their morning tea with the Principal. This is a time to gather information.
 - Firstly the Principal may need to know why the student isn't arriving to school on time. Sometimes things happen and it is out of the child's control.
 - Secondly we need to stress to habitual late arrivals about the importance of punctuality.
 - Thirdly we need to get a message home to parents/carers about the disruption to classes that lateness causes.
 - Fourthly we need to work on a solution to ensure all students are at school before 9:00am.