

3 February 2023

Information for Families & Caregivers

Lateness to School

Getting to school on time is an important life skill for students. We appreciate the support our families give us in helping their students to get to school on time and to explain lateness when it is due to appointments, wellbeing issues or unforeseen circumstances. In response to daily late messages, many parents/caregivers have requested the school's assistance through providing detention. As a result of this we are re-commencing the late detention which will start next Monday 6 February 2023.

The school has issued a Late Arrivals Policy, setting out the justified and unjustified reasons for late arrival to school.

Students will do the detention in Lunch 1 **on the same day they arrive late** to school in A16 supervised by an executive member of the staff. Any student on detention will be expected to complete classwork and homework as restitution for class time missed due to lateness. Students are not allowed to be on any electronic devices including laptops, iPad, mobile phones etc.

Deputy Principals may cancel or postpone detentions where there are compelling reasons. Family members and caregivers are welcome to make enquiries to the Deputy Principals to clarify the school's expectations.

Please contact Mrs Venkatesan (Years 7, 9, 11) or Mrs Andrews (Years 8, 10, 12) if you would like to discuss the Late Arrivals Policy further.

Yours sincerely



Belinda Conway
Principal



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If a student is late:

1. Any student arriving after 8.40am is classified as late.
2. The student must go to Office A and provide an explanation for their lateness to the Office staff. Office staff will record the absence as either 'Acceptable' or 'Unacceptable', depending on the reason given.
3. The student will be issued with a note indicating the time of arrival and then should proceed quickly to class. The student will not be accepted into class without a note.
4. Twice a term, parents/caregivers are notified if a student is late unacceptable five or more times.

<i>Acceptable</i>	<i>Unacceptable</i>
Late bus arrival at school, or a major issue with traffic or public transport affecting significant numbers	Slept in or not organised to leave on time
Appointment (must be documented by parent or the provider eg doctor). <i>Where possible appointments should be outside of school hours.</i>	Missing the bus/train
Parent/caregiver contacts school via phone, email, written note or School stream App to advise of reason for lateness, which is <i>approved</i> by the Principal as a Justified reason	Studying/homework
	Non-urgent family matters
	Parent/caregiver contacts school via phone, email, written note or Schoolstream App to advise of reason for lateness, which is <i>not approved</i> by the Principal will be recorded as <i>Unjustified</i>



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