

EVERY MINUTE MATTERS:

PUNCTUALITY PROCESS FOR STUDENTS 2017-18

This process has been designed to support students in attending every lesson on time, recognising that the beginnings of lessons are crucial for learning to be effective. It has been established following feedback from both teaching staff and students.

For 9.00am lessons:

- Latecomers will be admitted for the first 15 minutes only

For all lessons from 10.10am:

- Latecomers will be admitted for the first 10 minutes only

1. If you arrive late to a lesson (but before the cut-off), get involved with the learning as calmly and quietly as you can, making sure that the learning of other students is not disturbed. Explanations and apologies for lateness must happen at an appropriate point in the lesson with no disruption to other learners
2. If you are late to class 3 times, a Stage One verbal warning will be given (see Disciplinary Process). If lateness continues, the Disciplinary Process will be followed
3. If you arrive after the cut-off for a lesson, you should go to the LRC or a suitable learning space to work
4. If you have double/block lessons, you should wait until the next lesson starts before entering
5. You should make up any minutes of lost learning time due to lateness in your own time: it is *your* responsibility to find out what you need to catch up on from other students (or Moodle, where appropriate)

Please note:

- Poor attendance to class will be addressed through the Disciplinary Process
- Parents/guardians will be alerted by text at the end of the day when students are marked absent on the register

The punctuality process will be in place from Monday 25th September 2017.