

## PUNCTUALITY POLICY

The school wishes to develop in our students an awareness of self discipline, part of which is the importance of punctuality, not only while at school, but later on in the work place. We acknowledge our role in developing and encouraging this trait in our students and actively seek the co-operation of parents in this task. To facilitate and to enhance this process we will undertake the following procedures:

- (a) Record, on a daily basis, the names of all students who arrive late at school in the morning i.e. after 8.55 a.m. and the reasons for their lateness.
- (b) Identify students with a poor punctuality record.
- (c) Inform parents of their children's record in this matter in the *expectation of parental support*.
- (d) Raise awareness amongst our students of the importance of punctuality.
- (e) Provide incentives to encourage the "good habit" of punctuality.

### PUNCTUALITY PROCEDURES

If a student is late twice in one half term he/she is assigned to after school study. Whenever a student is required to do after school study his/her parents will be informed.