

## **LATE ARRIVAL POLICY**

*This policy relates to the late arrival of students to Preschool to Year 2 classes.*

### **PURPOSE**

To highlight the importance of students consistently arriving at school on time.

### **BELIEFS**

For the integrity of our learning and teaching programs, we believe that children need to be at school on time. A natural cycle of activity occurs each day as part of the class program. The beginning of the day is the time when children are introduced to plans for their learning for the day. A focus on and immersion in learning begins at 9.00 a.m. and builds over the course of the morning.

A child who arrives late misses out on introductions, information and plans for the day ahead. This can lead to a less productive and engaged learner. Additionally, a child arriving late inadvertently disrupts the class, impacting on the learning of the other students.

When we ensure that a child arrives consistently on time each day, we encourage and develop an important habit that will carry through the child's years at school.

### **PROCEDURES**

School begins at 9.00 a.m. A bell is rung outside.

- Parents and carers of pre-schoolers gather in the preschool outside learning space and accompany children into their learning spaces. Teachers record attendance in class rolls.
- Kindergarten to Year 2 children gather at the back of the school and are accompanied to learning spaces by teachers. Teachers record attendance in class rolls.

A child who arrives after 9.15 a.m. is considered late and will be marked accordingly on the class roll.

Children who arrive late (after 9.15 a.m.) must be signed in at Reception and then accompanied to the learning space by parent/carer.