Punctuality Policy

Punctuality is essential at all times.

1. If a student is late to school he must go to the office as soon as he arrives to receive a late slip which he is to give to his teacher. A student who is late to school twice in a week without a good reason will be given a detention. A detention will also be given to any student who arrives at school after 9.00am. without a good reason for being late.

2. Regular attendance at school is essential. If a student is absent from school a note of explanation written by a parent must be given to his Home Room Teacher. Parents are asked to notify the school by telephone if their son will be absent for more than one day.

3. Unwarranted absence from lessons will result in a detention being given by the Year Level Coordinator.

4. If a student is required to leave early, or for a period of time during the day, a permission note stating clearly the time and reasons, signed by a parent/guardian must be shown to the Home Room Teacher and Level Coordinator at the beginning of the day. Both these teachers will sign the note. It must be shown to the subject teacher and handed to the school office before leaving. The student will be required to sign an Exit book at the office before leaving and upon his return.

5. Where a student will be on extended leave, eg. a family holiday, parents are required to notify the Level Coordinator in writing.

6. No student is allowed to take part in any school activity or excursion off the college premises without the excursion form signed by a parent/guardian and returned to the class teacher.

7. No student is to leave the college grounds during the day without permission.

8. Notes related to sport (eg. Inability to participate, permission to leave directly from a venue) must be given to the Sportsmaster by recess on Sports Day.

9. Notes written by parents/guardians may be written in their own language.