

## Late Policy

Being on time is an essential workplace skill that all students need. To ensure that students understand the importance of this skill, it is essential that consequences are applied equitably to all students when they are late to class without a valid reason.

The process for enforcing lateness will be:

### Late to Classes Periods 1-4:

1. When the student is late to class without a valid reason, the following process is followed:

**First incidence:** Appropriate consequence applied by class teacher - can either be keeping the student in after class or giving the student a playground duty litter detention [10 minute] for completion at next breaktime.

**Second incidence:** Appropriate consequence applied by class teacher – can either be keeping the student in after class or giving the student a playground duty litter detention [20 minutes] for completion at next breaktime plus Compass message – 2<sup>nd</sup> notification.

**Third incidence:** Class teacher records One School incident and refers to Curriculum Head of Department for issuing of a B5 detention. Curriculum Head of Department records Admin Follow-up. Head of Department – Engagement to follow up B5 attendance.

2. If lateness continues, the behaviour management process will be followed and students recorded as 'refusal to participate in the program of instruction' which may result in further consequences including suspension.

### Consequences for not completing PGD litter detentions:

1. If a student does not attend the PGD litter detentions or detention, the following process is followed:

**First incidence:** Discuss with student next lesson and re-issue playground duty litter detention (10 minute) with warning that non-compliance with routine will result in detention progressing to 20 minutes and parent contacted.

**Second incidence:** Discuss with student and progress to 20 minutes playground duty litter plus contact home.

**Third Incidence:** Class teacher refers to Curriculum Head of Department for issuing of a B5 detention. Curriculum Head of Department records Admin Follow-up. Head of Department – Engagement to follow up B5 attendance.

**Fourth Incidence:** If student does not attend B5 detention, Head of Department – Engagement refers to Deputy Principal 4 to issue an afterschool detention. Further consequences may include suspension, Programs of Excellence or Cancellation of Enrolment processes initiated.

### **Notes:**

- Late to class means the student has not arrived ready for work by the second bell.
- Please do not change 'L' in Compass to 'P'. Instead write the time the student arrived to class in the Notes section of Compass.
- If a student claims to be with a teacher they must have a note.