



# Spencer Park Primary School Punctuality Procedure

- Our goal is to foster the notion in children that being on time shows a respect for others and enables activities to commence without interruption.

## **If a child is late (after 9:05am) to school:**

- The child should enter school via the front office.
- The child will be issued with a late note. The issuing of the late note will update Integris records.
- The child should present the late note to the teacher, who should make note of the time of issue v. child's arrival to class.

## **If a child is consistently late to school, a teacher should:**

- Counsel the child and notify the principal. The principal has the responsibility to contact the parents to resolve the issue.
- Records of lateness should be maintained in Integris.

## **If a child is consistently late to class from a recess a teacher should:**

- Deal with the matter on an individual basis.
- Utilise the school MSB policy in an appropriate way, particularly for children late back after recess.

*Semper Tenta - Always Strive*