

Late Comers

Aim of the Policy - This policy outlines guidelines regarding late arrivals to school.

Purpose of the Policy - Lateness by students causes unnecessary interruptions and compromises the school's capacity to operate effectively. Timely arrival to school ensures a smooth and organised learning environment, allowing students to make the most out of their educational experiences.

Implementation:

- School starts its academic activities at 7:45am.
- All students are expected to enter the school by 7:45am.
- For Primary school students - students who arrive after 7:45am need to stay at the side of the school yard until the assembly is over. They will then find their class once the assembly is over. Students who come to school when the assembly is over, need to check in at the school reception and fill in the 'late arrival form' (included overleaf). The receptionist will then inform the teacher concerned.
- For Kindergarten students - Gate will be open till 7:55am. Students who arrive after this time need to fill in the 'late arrival form' in the KG block. The teacher concerned is informed.
- Students who arrive late for the first time are issued a verbal warning.
- If a student repeats late arrival for several days, the matter will be reported to an SLT member and students are marked late.