

PUNCTUALITY PROCEDURE

This procedure document should be read in conjunction with the Attendance Policy.

AIMS

- Encourage punctual routines
- Identify pupils at risk
- Promote a positive learning environment
- Enable learning opportunities to be availed of
- Raise awareness of the importance of school punctuality
- Foster an appreciation of learning

ENCOURAGING PUNCTUALITY

The school gates open at 8.30am and children are supervised in their classrooms until the school day begins at 8.50am. This twenty minute period is a vital time that teachers use to do individual reading, assessment or give additional individual support in literacy or numeracy with pupils in their care.

At St. Matthew's N.S. punctuality is strongly encouraged. We encourage children to be in their classrooms, ready to begin their lessons at 8.45. Lessons begin and the school bell sounds at 8.50am. If a child arrives into their classroom after this time, they are late for school. Children who arrive into school after the Roll Call at 9.10am are marked absent. If a child is late, they should be allowed to make their own way into the classroom by themselves, as parents in the classroom after 8.50am greatly interferes with the lesson at hand. Children who are repeatedly late for school are missing out on individual time with their class teacher, social time with their peers and in some cases, considerable time is missed from lessons.

We are a welcoming and open school and encourage Pupil-Teacher Communication. We welcome parental involvement in this policy and would appreciate the parents of a child encouraging and enabling the child to be on time for school every day.

PROCESS FOR MONITORING & COMMUNICATING PUNCTUALITY

- From 8.30am – 8.50am, the classroom door will be open. At 8.50am, the school bell will sound and the classroom door will be closed by the teacher.
- The school secretary will monitor and record pupils who are late and by how many minutes. The information will be recorded and times collated to give a picture regarding the amount of time missed by pupils at school. The class teacher will meet the child's parents if a picture of concern emerges to discuss the matter.
- When a child arrives to school after 8.50am, a note will be sent home which needs to be signed by the child's parent/guardian (Appendix 1). Three such slips in a term will result in a meeting between the parent and class teacher. A further two slips in a term will result in a meeting between the child's class teacher, parents and Principal.
- If a child is late (after 8.50am), we ask that the child makes their way to the classroom and enter by themselves so that minimal disruption takes place.
- When a child arrives to school after 9.10am, they will be marked absent on the school roll.
- We recommend that parents supply a brief note if their child is due to be significantly late for school, stating a valid reason (e.g. dentist) so that they can be included on the roll.

