



McKinnon Primary School

Student Early and Late Arrivals Policy

1. Purpose:

- 1.1. At McKinnon Primary School we believe that good attendance is an essential prerequisite to effective learning and is the responsibility of the whole school community. We will encourage and assist all students to achieve excellent levels of attendance and punctuality and to be at school between the times of 8:45am-3:45pm as approved by the School Council, so that they are able to take full advantage of the educational opportunities available to them.

2. Aim:

- 2.1. To encourage all students to be punctual.
- 2.2. To show that we value teaching and learning time
- 2.3. To ensure the safety and wellbeing of all our students by ensuring that they appropriately supervised.

3. Guidelines:

- 3.1. At the beginning of each year, all students and parents will be reminded of the starting times for the school day, i.e.
 - 8.45 am Students arrive at school
 - 8:55 am Music
 - 9:00 am School bell – children enter classrooms & teachers mark roles and lessons begin.
- 3.2. During 8:45am-3:45pm it is teachers' responsibility to supervise students. Outside of these times it is parents' responsibility to make sure students are supervised and cared for.
- 3.3. Any student who arrives at school before 8:45am when there is no supervision will be directed to the Before/After School Care as teachers are not able to provide supervision until after 8:45am.
- 3.4. Any student who arrives at school after 9.00 a.m. is required to go to the office with a parent or carer to sign in and then receive a 'Late to School' pass from the School Office. This pass is handed to the teacher by the student on arrival at the classroom.
- 3.5. Upon seeing the late pass the teacher will mark the role accordingly.
- 3.6. The Classroom Teacher will monitor the arrivals at school on Compass and will liaise with the Assistant Principal to support families where needed.
- 3.7. Student late arrivals will be entered in the June/December reports.

4 Evaluation:

- 4.1 This policy is required to be reviewed every three years by School Council.

This policy was last ratified by School Council in November 2017