



# McKinnon Primary School

## Student Early/Late Arrivals and Late Pick-up 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-3:40pm 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 between 8:45am-9:00am and enter classrooms.
  - 9:00 am Teachers mark rolls and lessons begin.
- 3.2. During 8:45am-3:40pm 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. Teachers are not able to provide supervision until after 8:45am. Any student who arrives at school before 8:45am when there is no supervision will be brought to the office and parents will be contacted. If staff are unable to make contact with parents, students will be taken to before school care if they are registered and fees from this service will apply. In the case that students are not registered service, staff will phone emergency contacts.
- 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. The Classroom Teacher will monitor the arrivals at school on Compass and will liaise with the Assistant Principal to support families where needed.
- 3.6. Student late arrivals will be entered in the June/December reports.
- 3.7. Any students not collected by 3:40pm will be brought to the school office and their parents will be contacted. If staff are unable to make contact with parents, students will be taken to afterschool care if they are registered and fees from this service will apply. In the case that students are not registered for the aftercare service, staff will phone emergency contacts.
- 3.8. Students who are late to be collected from after school extra-curricular activities are the responsibility of the facilitators until they are collected.

### 4. Evaluation and Review:

This section records the history and review of each policy.

Date	Reviewed by	Description of outcome	Council Approval date
November 2017	Education Sub-Committee	Approved	20 <sup>th</sup> November, 2017
16 <sup>th</sup> March 2021	Education Sub-Committee	Approved	22 <sup>nd</sup> March, 2021