



Punctuality

To ensure that movement around the school is purposeful and students arrive to lessons on time and understand the importance of good time keeping, punctuality is an integral part of our approach to learning. It is crucial that students are aware of how much learning time can be wasted by arriving late to school or to a lesson and the disruption that late arrivals cause to other students' learning.

This works as follows:

- Bells will ring to signal the end of lessons and break/lunch times as well as an additional 'late' bell each morning at the start of the school day, in each lesson and one at the very end of the day to recognise the end of the extension time to P5.
- 'Good reason' for being late must mean the student has a note from a member of staff to explain why they are late. For this to work, we must all be conscientious about issuing a note to any student who may be late for their next class. There is a simple slip which all staff must have a supply of. In addition, colleagues must be prompt in their dismissal of students from classes in order to give them ample opportunity to make their way to their next class in time.
- Registers are taken at the beginning of every lesson. If a student is late to a lesson, without 'good reason' (as above) then the student will be marked as late.
- The morning register should be called at 8.35am. Students arriving after 8.35am but before 8.50am should be marked as late by their mentor. Students should go straight to their registration base and not sign in at the reception. Students arriving after the moving bell at 8.50am must sign in at reception. APLs are informed daily, by the pastoral support & guidance team, of the students in their House who arrive late.
- Lateness will be recorded and monitored and steps taken to address the issue.