

# St Lawrence College

## Whole School Late Arrivals Policy

The crest of St Lawrence College is a shield-shaped emblem. It features a central diagonal band with a series of rectangular blocks, resembling a staircase or a set of steps. The shield is flanked by two figures, likely saints or historical figures, standing and holding staffs. The entire emblem is rendered in a light grey color, serving as a background for the title text.

Our school is one community, united in our respect for each other, tolerant of differences and proud of our diversity, honest and positive about our learning and behaviour every day.

Reviewed:2025

## GUIDING PRINCIPLE

St. Lawrence College recognises the importance of a punctual start to the school day and expects the parents of pupils to deliver their children to school in good time to start the school day which commences at 08.40am. This policy sets out why the school places great importance on punctuality and by what process a child arriving late is able to access their class. The policy refers to 'parents' throughout, although this word is used to describe whichever adult has been tasked with bringing that pupil to school in the morning.

## HABITUAL LATENESS AND OCCASIONAL LATENESS

St. Lawrence College recognises that most parents are excellent at ensuring their children arrive in good time for the start of the school day and respect the fact that within the hours of the school day it is important that the school maintains a precise control over which adults are present on the school grounds. The school recognises that just occasionally, even with the best laid plans, anyone is capable of being late. This policy applies to all pupils (and by extension parents) but is primarily designed to deal with the problem of parents who routinely bring their child to school late and addresses the issue of parents who choose to remain on the school grounds within the hours of the school day when their child is in a class.

## THE SCHOOL'S EXPECTATIONS OF PUPILS' PARENTS

Parents are expected to understand that:

- The school day starts at 08.40am.
- It is a parent's duty to ensure their child arrives at school in good time for the school day.
- Delays to their journey to school are possible and as such parents should build in time for such delays into their journey.
- The first minutes of the school day are as important as any other part of the school day and that by arriving late their child is deprived of an essential part of their education which, if repeated with frequency, can have a permanent and detrimental impact on their child's educational development.
- If a child arrives late the priority of the school is not to delay or disturb those who have already arrived on time.
- The priority will be on minimising the disruption for ongoing classes. As a consequence, late arrivals may be further delayed until an opportunity arrives before they can be integrated into their class.
- The importance of personal responsibility and the social expectation of punctuality are key lessons that children learn at school and that this is learnt in a large part through their own experience.
- Arriving late and missing part of a lesson can cause distress, embarrassment and confusion for a child. Furthermore, natural interaction between children before the start of the formal

school day helps children build friendships and interpersonal skills and as such a child who misses this peer interaction loses out.

- There are set procedures for accepting and registering pupils who arrive late and ensuring they access their class with minimum disruption to the lesson.

## LATE ARRIVAL IN THE JUNIOR SCHOOL

School starts when the bell rings at 8:40 a.m. every day and children make their way to the assembly area to meet their teachers. In the case of bad weather, pupils go straight to their classrooms and in the nursery, children meet in the area outside of the classrooms.

## FOR PARENTS BRINGING THEIR CHILDREN TO SCHOOL

All children have set learning tasks which they have to complete as soon as they arrive. Arriving late can also hold up the lesson and disrupt the learning of the rest of the class.

Additionally, children who repeatedly arrive late for school can miss considerable amounts of learning time, for example:

- arriving 5 minutes late every day adds up to over 3 days lost each year
- arriving 15 minutes late every day is the same as being absent for 2 weeks a year
- if you are repeatedly arriving late, you will be requested to visit the Head of School to discuss the disruption to your child's learning and steps to remedy the issue

## LATE ARRIVALS IN THE SENIOR SCHOOL

Senior school pupils, once it is confirmed by security that the senior school secretary is present and ready, will be told to proceed to the foyer of the senior school where they will sign in to the 'Late Arrival' book and will be registered as present by the senior school secretary. They are not permitted to proceed to their lesson until this has happened and until they are given a late arrival slip by the senior school secretary. Teachers will not permit late entrants into their class without such a slip.

In both junior and senior sections of the school, late arrivals are counted and recorded on school records. An excessive number may be explicitly referred to in school reports and later references, just as excellence in attendance and punctuality always forms a part of school reports and references written by the school.

Pupils that arrive at school late but have arrived on a delayed school bus will disembark the school bus within the grounds and should proceed to the junior or senior school office as appropriate. Junior School pupils will be accompanied by the bus monitor.

Parents should not arrange the purchase of school uniform items during the school day (8.40am-3.15pm) if they require their child to be present for the fitting as this would entail the child missing lesson time. Such visits to the school uniform shop should be made after 3.15pm. If a parent wishes

to visit the school uniform shop **without** their child, they are may do so during the school day if they make an appointment in advance.

At no time during the school day (8.40am-3.15pm) can parents walk around the school, sit outside classrooms or use the canteen etc. Parents, once again permitted on campus post-COVID, will wear a visitor's lanyard when they have business in the administration building and are expected to stay away from the junior and senior school grounds and buildings.

This is because of the following:

- Children are learning and do not need a distraction.
- There are safeguarding issues – as parents will understand the school has a duty to maintain the safety of its pupils and staff and therefore adults cannot just be left to roam around the school as they wish.
- Mobile phones ringing and parents using mobile phones around the school create a noise distraction for classes and conflicts with the Greek wide stipulation that mobile phones should not be used in schools.
- The canteen is there to serve pupils and staff and is not a waiting area for parents.
- In the context of an emergency, the school must know with precision who is on the school grounds, where they are in school and why.
- Consequently, parents who are walking around the school within the hours of school day will be asked to leave the school buildings and school grounds – primarily as set out above as a safety measure.