

## D. Late to School Policy

### Late to School Policy

Punctuality is an important facet of our personal makeup, and a facet we promote with TSHS students with a view to engage them appropriately with each subject and maximize their learning opportunities.

The **Late to School** Policy aims to:

- Promote punctuality and preparedness for learning as a valuable personal trait
- Encourage students to take responsibility for their own behaviours
- Maximise learning opportunities by minimising late arrivals and disruptions to lessons.

A **Late to School** offence refers to:

- Arriving to the first lesson of the day after the bell at 08:45am, more than once in a defined school week.
- The student does not have legitimate claim to a SMS, phone call or email, or produce a note that authorises the repeat Late Arrivals (absences) from their parent/guardian.

#### Late To School Procedures

Thornlie Senior High School has established the following procedures for students involved in **Late to School** offences (as defined above.)

Student Name: \_\_\_\_\_

<b>FIRST Offence</b> <b>Date:</b>	<ul style="list-style-type: none"><li>• SS Staff interview student and discusses further consequences for repeat offences.</li><li>• Reprimand given with a clear warning about repeat offences.</li><li>• Letter sent home regarding <b>Late to School</b> offences.</li></ul>
<b>SECOND Offence</b> <b>Date:</b>	<ul style="list-style-type: none"><li>• SS Staff interview student and administers <b>Lunch Detention</b> for this second offence</li><li>• Reprimand given with a clear warning about repeat offences</li><li>• Letter sent home regarding <b>Late to School</b> offences</li></ul>
<b>THIRD Offence</b> <b>Date:</b>	<ul style="list-style-type: none"><li>• SS Staff interview student and administers <b>After School Detention</b>.</li><li>• Letter sent home regarding <b>Late to School</b> offences.</li></ul>
<b>SUBSEQUENT Offences</b> <b>Date:</b>	<ul style="list-style-type: none"><li>• Student is allocated '<b>Eco-Management Duties</b>' in the After School Detention timeslot <b>OR</b> complete identified tasks for <b>Catch-up</b> of missed lesson time in the After School Detention timeslot. (cleaning up the yard or cleaning up on missed lesson tasks)</li></ul>
<b>Case by Case</b>	<ul style="list-style-type: none"><li>• Students lose their '<b>Good Standing</b>' within the school, resulting in losing privileges related to reward excursions and school representation in non- timetabled events on the school roster.</li></ul>

Student Services Staff: \_\_\_\_\_ Date: \_\_\_\_\_

## Checklist for Teaching Staff

### Have You .....

Discussed your classroom expectations with your class?

- Clearly published your classroom rules and the behaviour management structure/program applying to your classroom? Refer to the PBS Matrix
- Checked to see when the misbehaviour occurs – morning, before lunch, afternoon, continually? Is there any pattern of misbehaviour?
- Checked to see what the student is actually doing to concern you? Be specific in describing the misbehaviour.
- Check to see that the content being taught is appropriate to the student?
- Thought about modifying your program?
- Considered whether your consequences are fair and reasonable and whether you're able to consistently enforce them?
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- Considered positive reinforcements/rewards to promote success? ie. Letter of Commendation, House Points, contact with parents?
- Thought about modifying your behaviour?
- Considered cultural or other special factors?
- Isolated the students in class or moved them close to your table?
- Changed the physical seating arrangement of the students?
- Considered that a less pleasant activity is more likely to be completed when followed by a pleasant activity?
- Sent home a Letter of Concern? Made contact with parents?
- Followed the School Positive Student Behaviour Support Plan?
- Planned lessons to suit the time of day if possible i.e. "heavy" lessons in the morning?
- Planned for students to be successfully on task?
- Provided specific feedback regarding your students' behaviour?
- Considered presenting information through a variety of formats and catered for different learning styles?
- Recorded all incidents in Chronicle on Compass?

## Letter of Concern Procedures

- A letter of concern for your Learning Area can be found on Compass Chronicle. The procedure to complete a Letter of Concern is as follows:
  1. Add Chronicle entry for the student
  2. In the Template field under Attitude/Behaviour select Letter of Concern for your particular Learning Area.
  3. Complete the subject/course
  4. Select area/s of concern
  5. Select action/s taken
  6. Add a concise comment explaining your concerns
  7. Save and close
- Once completed and saved the Letter of Concern will be forwarded to your HOLA/TIC for approval
- When the HOLA/TIC approves the Letter of Concern it will be forwarded to the Parent/Guardian