

LATE PROCEDURE

- **Pre 7:45am** Collect your registers from reception
- **7:45am – 8:00am** Registration time
- **8:00am** onwards, students are classed as late
- Any late students should automatically sign in at reception
- They shall be given a slip to say they have signed in
- Slip should be handed to teacher who is teaching them P1 – no slip, please challenge and tell them to sign in
- Late slips do not have to be returned thereafter to the reception
- Your registers should be going back to the reception at **8:00am** (students may do this as a duty)
- **8:00am – 8:30/8:45am** Phone calls are made home to inquire over absent students and registers updated
- In the event of fire, reception brings the registers to the muster point
- Students who leave school early **MUST** sign out at reception. They can only leave early if accompanied with a note from their parent which is cross checked by a phone call home made by reception. They have to be picked up by a parent/guardian with card. The registers shall be updated and reception should e mail staff alerting them of the student who has returned home.
- In the event of sickness, the medical duty member shall alert reception that they recommend that a student returns home. They themselves call home, then inform reception that arrangements have been made for the child to be collected. The child should then sign out and registers updated/staff e mailed by reception.