



## HIGHFIELDS STATE SECONDARY COLLEGE

### LATE TO SCHOOL POLICY

At Highfields State Secondary College every day and every lesson count. The late policy aims to support the student and families to think about the start of the school day. Form class and parade is a very important time in the College and aims to focus on the wellbeing and operational aspects of the day as well as celebrating our successes.

Students flaunting this policy will be issued with an afternoon detention and parents notified by text to arrange the safe pickup of students from Tuesday and Thursday afterschool detentions.

Students should be on time to school everyday and we have a 5-minute warning bell in the morning to assist with prompt arrival to form class. Students arriving late need to present to the front office to be signed into class. Parents can supply a note with the student, phone the college or send an email substantiating their student's lateness with a reasonable explanation.

Students with repeated late presentation to school will be required to have a conversation with their Deputy Principal to determine any extenuating circumstances and to discuss the College's expectations regarding our Attendance Policy. This is designed to support the thinking process and have the opportunity to present reasons to the College for lateness from parents without a detention in the first instance.

This policy is preparing our students for their time management following school in jobs and training. Those students on time and respecting college expectations should never have to engage with an after school detention.

College starting times: **Monday, Tuesday, Thursday and Friday: Warning bell 8:45 - Bell 8:50**

**Wednesday: Warning bell 8:40 - Bell 8:45 For Parade.**