

Protocol for repeated lateness of student.

Procedure

Every child and every situation can be different and will therefore always need to be viewed from different perspective. We try to ensure we are fully aware of any specific circumstances before taking action as described below. Communication from parents to the teacher is essential in all of the above.

If any child is late they are required to report to the teacher and apologise. The apology is for the whole class as any late arrival is disruptive. The apology should be short and to the point – it is not often that the lateness is solely due to the student.

Definition: If a student is not in the class when the register is taken they are regarded as being late and no notification of a valid reason for the lateness has been received by the school.

NB The register is taken as soon the school day starts; 09:00 at the Frans Hals building and 08:45 at the Rembrandt and Mondrian location..

Action by lateness.

Phase	Description	Action
1	A child is never late or averages less than one occurrence of lateness a month	No action, other than an apology in class.
2	By 3 rd occasion of lateness within a month	The teacher contacts the parent(s) and confirms this in an email or letter.
3	By 2 nd occurrence of lateness following phase 2.	An official letter is sent from school management requesting an explanation and promise of significant improvement
4	By 2 nd occurrence of lateness following phase 3 and any 2 nd occurrence following	A report is made to the RBL (school attendance office) and parents are informed of this.

School Management

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