



SCHOOL TIMES AND ATTENDANCE POLICY

SUMMARY

- General
- Opening time
- Phase hours
- Aftercare
- Outside of school hours
- Attendance expectations

GENERAL:

Parents/guardians, learners and teachers are jointly responsible for ensuring that learners attend school. Class teachers will maintain registers of learner attendance and report absences to the Principal.

The school will open at 7:30 am to receive learners.

PHASE HOURS:

Pre-School:	GR. 0 – R	SCHOOL HOURS: 7:45 am – 1:00 pm.
Foundation:	GR. 1 – 3	SCHOOL HOURS: 7:45 am – 1:00 pm.
Intermediate:	GR. 4 – 6	SCHOOL HOURS: 7:45 am – 2:30 pm.
Senior:	GR. 7 – 9	SCHOOL HOURS: 7:45 am – 2:30 pm.

Please ensure that children are dropped off and picked up on time.

Please ensure that arrangements to pick up children after school, sports, excursions, and detention are in place to avoid an anxious wait for a late pick up. Children not collected at the correct time will be placed in aftercare **at the expense of the parent of guardian** or, if the aftercare is closed, taken to a place of safety for collection.

AFTERCARE:

An aftercare facility will be available for learners after 1 pm. The charge for this facility is available on request.

THE RESPONSIBILITY FOR THE SAFETY, WELL-BEING AND BEHAVIOUR OF A CHILD OUTSIDE OF SCHOOL HOURS IS THAT OF THE PARENT/GUARDIANS.

ATTENDANCE EXPECTATIONS:

Learners must be seated in their classroom from 7:45. Repeated tardiness will result in demerits.

Any absence from school must be covered by an explanatory note from the parent or guardian.

If a learner is frequently absent, the class teacher must report this to the parent and the Principal.

Should a learner be absent from school for three days or longer, this must be supported by a letter from a medical authority.

Absence from any test or assessment that was notified in advance must be justified by a letter from a medical authority.

Should such absence not be adequately explained, the learner will be marked as absent and will not be allowed to write the test or assessment.