



**St Gerald's DLS College
Policy on Punctuality**

Table of Contents

1.0: INTRODUCTION BY THE BOARD OF MANAGEMENT 2

2.0: SCHOOL ETHOS..... 2

3.0: RATIONALE 2

4.0: IMPLEMENTATION 2

5.0: MONITORING 3

6.0: IMPLEMENTATION 3



1.0: Introduction by the Board of Management

This policy was devised in consultation with all the teaching staff in our school. It was submitted to the Board of Management. It is being reviewed as part of the School Development Planning Process.

In devising this policy, we have given great consideration to the democratic and child centered principles of this school. The establishment of a sound learning environment at school and classroom level is critical to effective learning and teaching.

2.0: School Ethos

“St Gerald’s College, is a Lasallian Centre and the mission of the school is to give a human and Christian Education to the young, with special concern for the disadvantaged”.

3.0: Rationale

- Punctuality minimises disruption of work in the classroom
- Punctuality is a discipline needed for school and life
- Punctuality contributes to efficient school management

4.0: Implementation

- Students are required to be in school at 9.10 a.m. and 4 p.m. on school days.
- The school bell will ring 5 minutes before the start of Class 1, Class 6 and Class 7 and at the beginning of each class period.
- Supervisors will encourage students on corridors and locker and toilet areas to move to their classrooms on time.
- Students who are late for Class 1 or Class 6/7 must sign the ‘Late Book’ in the office
- Sanctions for lateness will be imposed by Class Head in accordance with the School’s Code of Conduct - ‘Sanctions Available to Class heads’
- Teachers will record persistent lateness by a student and if there is no improvement the matter will be referred to the student’s Class Head together with a copy of the



student's 'Class Discipline Record'.

- Class Heads will impose sanctions for lateness in accordance with the School's Code of Conduct - 'Sanctions Available to Year Heads'.
- Class Heads and/or the Deputy Principal will use the School's standard letters to communicate with parents/guardians of students who are frequently late for school or for class.
- The Principal and Deputy Principal will monitor punctuality of students regularly throughout the School.
- Assemblies of class and year groups will be used to enforce the School's Punctuality Policy.
- Where a student is detained or withdrawn from class by a person in authority, he/she will be given a written explanation for his/her absence from class by the person who detains or withdraws the student from class. No student may be absent from class without such written authority. Wherever possible the Class Teacher will be given prior notice if students are to be withdrawn from class.

5.0: Monitoring

The Principal will liaise with the Deputy Principal and Class Heads in monitoring the implementation of the policy

6.0: Implementation

This policy was adopted by policy was adopted by the Board of Management on: _____

The implementation of this policy will be consistent with the whole school planning process.

Signed: *Brendan Forde*

Brendan Forde

Chairperson of BoM

Signed: *Daniel Hyland*

Daniel Hyland

Secretary of BoM

Date of next review: _____