

Procedures for Students Arriving Late/Leaving Early/Presenting Ill

February 2024

Lates in the morning

- Students who arrive late at the hatch in the morning will receive a late stamp in the journal, and the time they arrived.
- The teacher should check the journal to ensure that there is not a major time lapse between arriving and coming to class (allow for trip to locker/toilet).
- Year Heads will supervise lunchtime detentions for any students with two or more lates in the morning.
- Students who miss detention will get rescheduled for a longer lunchtime detention.
- Students who miss two detentions will get a longer after school detention.
- Late arrival to any of the other five classes should be noted in the journal and on VS Ware with the time the student arrived.

Leaving Early for an Appointment

- Parents/Guardians must send in a request on the app to have a student leave early for an appointment
- Year Heads will approve the request on the app and Jackie will then sign a student out.
- Year Heads will check with parents/guardians if there are any patterns around attendance or possible issues around a student wishing to leave early
- Parents/guardians should not arrive at the school without sending in a request
- Appointments during school time should be exceptional, such as, seeing a specialist for whom there is a waiting list etc...
- All dental and medical appointment should be made for after school or Friday afternoons where at all possible
- Students should not be removed from school to babysit, for their birthdays, to go to concerts etc...

Where a student gets sick during the school day

- Students are not permitted to use a mobile phone to contact a parent/guardian to request to go home, this must go through the school office so that we know where students are at all times
- In the event that a student contacts home and is sick, parents are asked to inform them that they have to present to sickbay/the office immediately first.
- Students who feel unwell are checked by Lena and the school will ring home if a student has a temperature or is presenting with symptoms, to consult with the parent/guardian.
- If a student needs to go home, they must be collected by a family member who is over 18 years old or a nominated adult neighbour or family friend

- Students who are unwell before leaving home should be kept home, especially if Covid like symptoms are evident.

Protocols for Student Going to visit Lena

- As per Page 8 of the student journal, students must have permission to go to Lena from the teacher whose class they have left. Lena will send them back if there is no note in the journal.
- The teacher should note the time the student left the class to go to Lena on the journal
- Lena will take the student's temperature and assess - if there is no issue, the student will be sent back to class unless presenting with other symptoms with a note in the journal saying what time the student left sick bay
- Lena will refer student to Clare, Tom, the Year Head, Jackie or Valerie.
- A phone call will be made home to let the parent/guardian know that the student has presented at sick bay and what the symptoms are.
- If a parent/guardian is available to collect or have a family member over 18 years old collect, this will be arranged
- Students are not permitted to ring home on their mobiles or on the school phone
- Lena will note every student who presents to sick bay, the time and the issue.