



Maria Regina College
Creative, Innovative, Professional

Maria Regina College, Carmela Sammut, Mosta Primary A

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Late Comers Policy – Main School

This procedure is applicable to: All Parents and Guardians

AUTHORISED BY: School Leadership Team

Maria Regina College, Mosta Primary A School recognises the importance of teaching children from an early age to be self-disciplined. Learning to be punctual is a very effective way for achieving this goal. This policy has been designed to educate students while providing for mutual respect between the school and parents.

Late comers will be accounted for and action will be taken as needed.

Late comers:

- Disrupt the running of the school
- Create uncertainty and distress on students
- Lead to lack of self-discipline
- Result in loss of learning time

NB: Students who have medical appointments or a valid reason will be exempt from this policy, however school must be informed in advance.

- Students must be brought to school on time.
- Assembly (at Main School) starts at 8:30am. School doors (entrance from hall) open at 8:25am for **primary students** who do not use school transport or breakfast club.
- Main door (at Main School) will open at 8:30am for **Kinder 2** students who do not use school transport or breakfast club.
- Students who are brought to school late, for no valid reason, will have to wait outside until admitted by the security or SLT.
- Any students who arrive after 8:30am will have to proceed to the Main Door and wait to be admitted at 8:45am (this will allow the school staff to settle down all other students who would have arrived on time and for assembly to be settled).
- **No students will be admitted after 8:45am (from September to May) unless there is a valid reason.**
- **No students will be admitted after 8:30am (in June) unless there is a valid reason.**
- **No students are to be left outside school unattended by their parents or guardians.**
- Parents will be asked to sign the “Late Comers” logbook each time children are brought late to school.
- Further action will be taken for habitual late comers, including a meeting with the Senior Leadership Team and parents of late comers. Consequences will be discussed with parents during such meetings.