



LATE TO CLASS FOLLOW UP PERIODS 1 TO 5

	TEACHER FOLLOW-UP:	HUB FOLLOW-UP:	PCO FOLLOW-UP:
Before Class	When walking through the yard, teachers remind students to move quickly to class.	Round-up Duty Period 1, 3 & 5 Check Late report each week to issue follow up: <ul style="list-style-type: none"> • 3+ After School Reflection • 5+ Parent Contact & student to lose privileges • 8+ Parent Meeting & develop Punctuality Improvement Plan ATM meetings to identify students with high amount of lates and discuss strategies to share with teachers.	Round-up Duty and presence in the hot spots
On Time	Follow <u>Preconditions of Learning</u>		
Student Arrives with a Hub issued Late Pass	Teacher welcomes student and checks time on the pass along with equipment/ uniform.		
	If the time is between 5 – 10 mins after the time stated on the last pass , see follow up for late with no Hub issued pass 0 – 10 mins for follow up process.		
	If the student is more than 10mins after the time stated on the last pass , see follow up for late with no Hub issued pass 10+ mins for follow up process.		
0 - 10 Minutes Late with NO HUB issued Late Pass	Teacher welcomes student, checks equipment/ uniform		
	Teacher marks student late (L) on the roll.		
	*NOTE – if student arrives after the roll has been marked, the Compass roll will need updating		
	Teacher has short 1:1 conversation about why they are late, offers support, reminds them of the Hub Late Process Follow Up and issues an in class consequence.		
	Teacher logs a 'late to class' chronicle noting the follow up		
10 + Minutes Late (MAJOR – TRUANCY) with NO HUB issued Late Pass	Teacher to contact home if they notice this becomes a regular occurrence		
	Teacher welcomes student and checks equipment/ uniform.		
	Teacher marks student late (L) on the roll.		
	*NOTE – if student arrives after the roll has been marked, the Compass roll will need updating		
	Teacher has a short 1:1 conversation about why they are late and offers support, reminds them of the Hub Late Process Follow Up and issues an in class consequence.		
	Teacher holds a reflective conversation either during class, at recess, at lunchtime or afterschool.		
	Teacher logs a Major Report as 'Truancy' noting the period and time of arrival.		