

Policy for Late coming students

NEED: The Elite School is committed to provide quality education and to achieve this goal everyone must report to school on time. This policy will be operational in the school and the staff is to ensure that pupils are reporting to school according to the bell timings.

PROCEDURE

The bell for the school is rung at 7:45 am.

Class Teacher period starts at 7:45 am

All the pupils of the school are expected to report to their respective classes by 7:45 am.

Pupils coming after 7:45 am will register their time of arrival at the school office

If a student is coming late for the first time then a verbal warning will be given by the class teacher.

If a student repeats it for two or three days in a row then the matter will be reported to the respective Supervisor and the Supervisor will inform the parents over the phone that the child must reach school before 7:45 am.

If a student is late for more than three days then a written letter will be mailed from the Principal to the parents and then the child may be marked absent or could be suspended for one day from the school.

Note: Teachers are always reminded to encourage pupils to be punctual and regular at school.