



Our Lady Queen of Peace Primary

Braeside Road Greystanes NSW 2145

Phone: 8842 2600 Fax: 9636 2312 Email: OLQP@parra.catholic.edu.au

Website: olqpgreystanes.catholic.edu.au

15th June 2018

Dear parents,

The recent approach to encouraging school attendance has made a significant difference to student progress in our School as well as all our Diocesan Schools. One final consideration is the process for students who are late to school.

The morning session of school is considered prime learning time. Teachers are often setting up the learning agenda for the day. Intervention programs such as Reading Recovery begin first thing in the morning and students are far more settled when they arrive at school before the bell and enter the classroom as a group. Students who are consistently late for school can lose several hours of learning across a term.

For these reasons the following processes will be in place from Monday 18th June:

- The gates will continue to open at 8.15am each day. If they are left open before this time, please do not enter until 8.15am.
- The school gates will be closed at 9.00am each day.
- Children who arrive after the bell (8.55am) will be marked on the roll as being late (partial absence) regardless of when the roll is marked.
- If a child arrives after the bell they **must be accompanied by an adult** to sign in at the office. If they go to the classroom they will be sent back to the office to sign in (This is a requirement of all schools).
- When children are late for school, parents are asked not to accompany the child to the classroom. If necessary, a staff member will accompany them.

All of these processes are established to ensure the safety and wellbeing of our students. We are very aware that there may be occasions when being late is unavoidable. It is our responsibility as a school to keep accurate records of attendance particularly when students are consistently late. If you have any concerns regarding these processes, please contact me through the office.

Michael Hopley
Principal