**LATENESS POLICY**

First time a student is late to school
Home Class Teacher records student lateness in Home Class roll book. Record of lateness made on student’s file in Middle School/Senior School Office by the Middle School/Senior School Office staff member.

OR
If the student has a note for being late – this has to be recorded by the Class Teacher in the Home Class roll book.

Second time a student is late to school
Home Class Teacher records student lateness in Home Class roll book. Record of lateness made on student’s file in Middle School/Senior School Office by the Middle School/Senior School Office staff member. YLC notified by office SS/MS Office.

Third time a student is late to school
Home Class Teacher records student lateness in Home Class roll book. Record of lateness made on student’s file in Middle School/Senior School Office by the Middle School/Senior School Office staff member.

Fourth time a student is late to school
Home Class Teacher records student lateness in Home Class roll book. Record of lateness made on student’s file in Middle School/Senior School Office by the Middle School/Senior School Office staff member. The following process will then be followed:
- Wednesday detention issued to student
- notification of detention made to YLC
- copy of detention placed on student file
- detention notification passed on to student via Home Class Teacher
- copy of notification sent to parent/guardian.

**UNIFORM INFRINGEMENT POLICY**

First infringement
First Uniform Infringement Notice (orange slip) issued by a teacher and passed directly on to student’s Home Class Teacher. Class Teacher places Infringement Notice in their Home Class roll book. The Notice will then be recorded and placed into the student’s file by the Senior School/Middle School Office staff. YLC notified by SS/MS Office.

OR
If the student has a note from their parent/guardian a uniform pass will be issued to the student by the appropriate YLC.

Second infringement
Second Uniform Infringement Notice (orange slip) issued by a teacher and passed directly on to student’s Home Class Teacher. Class Teacher places Infringement Notice in their Home Class roll book. The Notice will then be recorded and placed into the student’s file by the Senior School/Middle School Office staff. YLC notified by SS/MS Office.

Third infringement
Third Uniform Infringement Notice (orange slip) issued by a teacher and passed directly on to student’s Home Class Teacher. Class Teacher places Infringement Notice in their Home Class roll book. The Notice will then be recorded and placed into the student’s file by the Senior School/Middle School Office staff. The student will be referred to the appropriate YLC from which point a Wednesday Detention will be issued. A phone call to the parent/guardian will be made home by the appropriate YLC.

Fourth infringement
The parent/guardian will be personally contacted by the Deputy Principal.

**PLEASE NOTE**

- Obvious and extreme infringements such as piercings, coloured hair etc. need to be directly referred to the Deputy Principal.
- Continued and deliberate infringement will result in the students’ parent/guardian being contacted immediately and the student being suspended (at the discretion of the Deputy Principal). A re-entry interview with the Deputy Principal will be required prior to the student returning to the College.