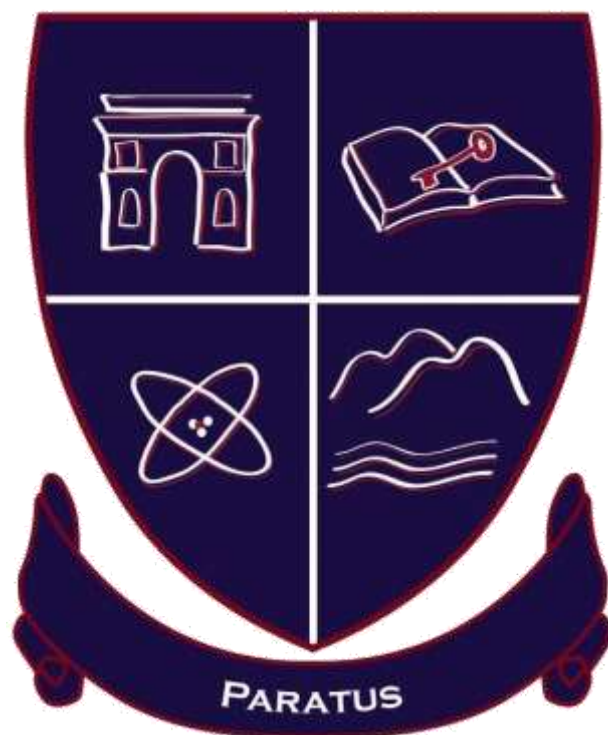




THE MOUNTAIN CAMBRIDGE SCHOOL

POLICY S6P10

S6: CONDUCT

P10: LATE COMERS,
PUNCTUALITY, TRUANCY &
SIGNING OUT

POLICY ON LATE COMERS/PUNCTUALITY/TRUANCY AND SIGNING OUT

- School starts at 07:30 – students must be in their register class rooms or line-ups by then for registration.
- Late comers must report to the Administration Office to receive an **Entry Slip** (if the reason is valid) or a **Late Slip**.
- Three late slips will result in a **Friday** detention.
- Truancy from a class or from school is a serious offence; repeated truancy may lead to suspension.
- If a student feels ill during school hours, they have to report to the LEAP centre, (parents will be contacted if deemed necessary).
- If an appointment is scheduled during school hours (which should be avoided) a note or email from parents must be handed into the Administration Office from where an early departure slip will be issued.
- Any child collected from school before the end of a school day can only leave if a parent has signed the Admin Exit register at our Admin offices and **has asked for permission 24 hours prior via email or telephonically from the Principal for the early departure**.
- If absent during an examination or standardized test, a medical certificate must be produced.
- Access to examination rooms will not be allowed a half an hour after commencement of exams.