



## PRESENT AND READY TO LEARN

### General

Good attendance and punctuality are an important part of a student's education. Moreover, attendance and participation in class are integral parts of the teaching and learning process, and regular attendance and punctuality develops patterns of behaviour which are essential to successful personal, social and professional life.

As the school regards "parents as partners", we ask you to work with us to ensure that our students attend regularly and arrive on time each day, fit and ready to learn.

The John F. Kennedy School expects all students:

- to arrive on time in the morning
- to be fit and ready to learn
- to attend school regularly

### Arrival on time: 08.10 - 08.15

**Between 08.10 and 08.15** students should report to their homeroom teacher. This will give ten minutes for the homeroom teacher to check that each student is present and has the necessary "tools for learning". This time will also be used to give and discuss news and information.

At **08.20** students will be in their first lesson, ready to learn.

### *Please note the following:*

- The school records all late arrivals.
- Regular poor timekeeping is disruptive to the student's progress and is a habit not to be developed. It also adversely affects the learning of other students.
- If you know that your child will be late for school, please call the school by 08.20.



- You may not be aware that your child is late for school - s/he may leave home in adequate time for school and delay on the way. If your child is not at school by 08.30, the school will call the parents, to ensure that s/he is safely at home.

### ***Consequence of lateness:***

Reception to Y5 students who are late should go directly to their homeroom teacher who will record the lateness.

Y6 - Y9 students who arrive late should report to the Main Office where their lateness will be recorded and communicated to their Homeroom teacher.

When a student in Y4 - Y9 has accumulated 15 minutes of lateness, the student will be asked to attend a “late break” with the Head of Studies, to discuss the reasons for this continued lateness and what the student can do to help this situation.

For example, they should get up when asked in the morning, get ready for the day with more awareness that each minute counts, and have prepared their school bag the day before.

When a student has accumulated 15 minutes of lateness, the parents will be informed by email. If this late habit continues, the parents of the student and the student will be asked to attend a meeting with the Director.

### **Ready to learn**

In the homeroom time between 08.10 and 08.20, the Homeroom teacher will check that each student:

- **is present** - students who are not present will be reported to the Main Office and unless an e-mail has been received to excuse the absence, the Receptionist will contact the parents or guardians.
- **is well and fit enough to learn** – please ensure your child has gone to bed at an appropriate time for his/her age and if sent to school, is well enough to learn. Absences will, of course, be excused for illness. A child who is considered not well enough, will be sent home.
- **has the required “tools for learning”** which include pencils, paper, books and appropriate sports kit. Y6 - Y9 students are also required to have a fully charged laptop with them every day.



### ***Consequence of not being ready:***

Homeroom teachers will contact the parents of students who consistently arrive without the required “tools for learning” If students do not have the required Sports kit, they will be excluded from the lesson. If they have not the proper ski equipment, they cannot attend the ski classes and unfortunately will have to go home.

### ***Attend school regularly - every day counts!***

Regular school attendance is vitally important to a student’s academic achievement to ensure that each student completes the required class work for the next class level. The curriculum is organised so that students progress through each stage successfully. Frequent absence makes it extremely difficult for students to keep up with the work load and develop the necessary skills to achieve their full potential. We therefore encourage regular attendance throughout the school year.

If your child is absent from school:

- We ask you to excuse his/her absence by informing the office by email, letter or telephone.
- If no communication has been received excusing the absence, the school will contact the parents to inform them of the child’s non-attendance at school and request an explanation.

### ***Consequence of absence:***

If a student accumulates ten days absence in any one term, the Homeroom teacher will contact the parents to discuss this situation, outline the consequence to the student’s programme of learning and propose ways in which this learning can be made up in the shortest delay possible.