

CEIST

Catholic Education
An Irish Schools Trust



Punctuality Policy of PSS, Wexford

Table of Contents

1.0: LINK TO MISSION STATEMENT	2
2.0: BOARD OF MANAGEMENT	2
3.0: SCOPE OF EDUCATIONAL OUTINGS AND TRIPS POLICY:	2
4.0: OUTINGS AND TRIPS	2
5.0: RATIONALE FOR HAVING TRIPS/OUTINGS AND THE NEED FOR A RELEVANT POLICY:	3
6.0: OBJECTIVES:	3
7.0: DAY TRIPS WITHIN IRELAND (INCLUDING NORTHERN IRELAND)	4
7.1: SPECIFIC PARENTAL PERMISSION IS REQUIRED FOR A DAY TRIP THAT:	4
7.2: ONCE THE PRINCIPAL HAS APPROVED A TRIP, THE ORGANISER SHOULD:	4
7.3: COSTS	5
7.4: OTHER OPERATIONAL CONSIDERATIONS	5
8.0: OVERNIGHT TRIPS, INSIDE OR OUTSIDE THE REPUBLIC OF IRELAND	5
9.0: GENERAL GUIDELINES FOR THE SPORTS COACHES:	7
10.0: TRANSITION YEAR PROGRAMME	8
10.0: REVIEW AND RATIFICATION	8

1.0: Link to Mission Statement

Presentation, Wexford, is a Catholic Secondary School for girls only, guided by the ideals of Nano Nagle, foundress of the Presentation Congregation.

The school is committed to the pursuit of excellence in a caring environment.

“Inspired by the vision of Nano Nagle, our school is committed to the pursuit of excellence in a caring, respectful and inclusive community.”

We are an inclusive school both in our intake and in the curriculum which we provide. We aim to provide the highest standard of education for all our students.

We endeavour to fulfil our mission in partnership with parents/guardians, staff, students, patron and the local community.

2.0: Introduction by the Board of Management

This policy was devised in consultation with all the teaching staff in our School. It was submitted to the Board of Management, and Parents Association and the student's council. It is being reviewed as part of the School Development Planning Process.

In devising this policy, we have given great consideration to the democratic and child centered principles of our School. The establishment of a sound learning environment at School and classroom level is critical to effective learning and teaching.

This policy document sets out procedures to be applied to prevent and deal with bullying incidents within the School.

3.0: Rationale

- Punctuality minimises disruption of work in the classroom.
- Punctuality is a discipline needed for School and life.
- Punctuality contributes to efficient school management.

4.0: Implementation

- ✓ Students should be on time for every class.
- ✓ Students are required to be in School at 8.50 am
- ✓ Supervisors will encourage students on corridors, and toilet areas to move to their classrooms on time.
- ✓ Students who are late for 1st class must have a late stamp
- ✓ Sanctions for lateness will be imposed by Year Head in accordance with the School's Code of Conduct - 'Sanctions Available to Year Heads'
- ✓ Teachers will record persistent lateness by a student, and if there is no improvement the matter will be referred to the student's Year Head or Attendance Officer
- ✓ Year Heads will impose sanctions for the lateness following the School's Code of Behaviour
- ✓ Year Heads and/or the Deputy Principal will use the school's standard letters or VSware to communicate with parents/guardians of students who are frequently late for School or class.
- ✓ The Principal and Deputy Principal will monitor the punctuality of students regularly throughout the school.
- ✓ Assemblies of class and year groups will be used to enforce the School's Punctuality Policy.
- ✓ Where a student is or withdrawn from a class, they will be given a written explanation for their absence from class by the person who detains or withdraws the student from the class. No student may be absent from class without such written authority. Wherever possible, the Class Teacher will be given prior notice if students are to be withdrawn from class.

5.0: Monitoring

The Principal will liaise with the Deputy Principals, Attendance Officer & Year Heads in monitoring the implementation of the policy.

6.0: Ratification

This policy was ratified by the Board of Management on 5th October 2023 following consultation with all stakeholders.

Chairperson: Mary Culleton

Date 5th October 2023

Principal: Billy Ryan

Date: 5th October 2023