

Late in Morning

- **You will receive a Late Stamp with the time in your Journal at the office hatch- Have Journal ready**
- **Go straight to class and teacher checks no time lapse**
- **2 or more lates - Year Head Detention**
- **Miss detention - Do longer detention**
- **Miss 2 detentions- After School Detention**

Leaving Early for an Appointment

- **Parents/ Guardians request on the App before being signed out by Jackie at the office.**
- **Year Head will approve on app before Jackie signs you out.**
- **Appointments during school time should be exceptional.**

Reminders

- **You must have written permission from a teacher to go to Lena .**
- **You will be sent back if no note in journal.**
- **You are not permitted to phone/ text home. This must be done at the office/ Lena.**

Attendance Procedures

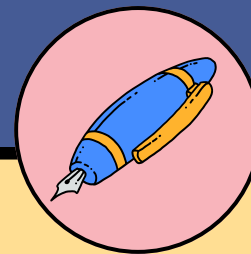
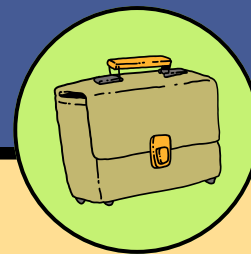
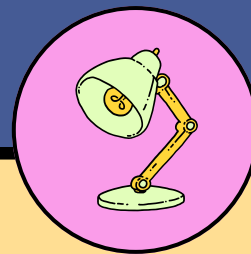
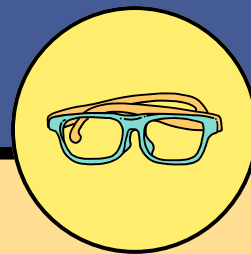
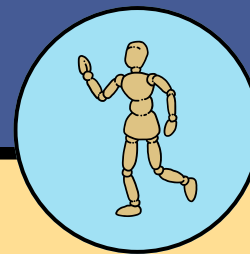
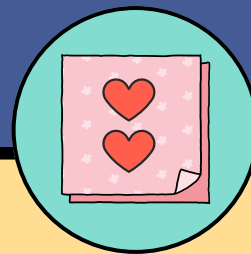


Present

30

Absent

05



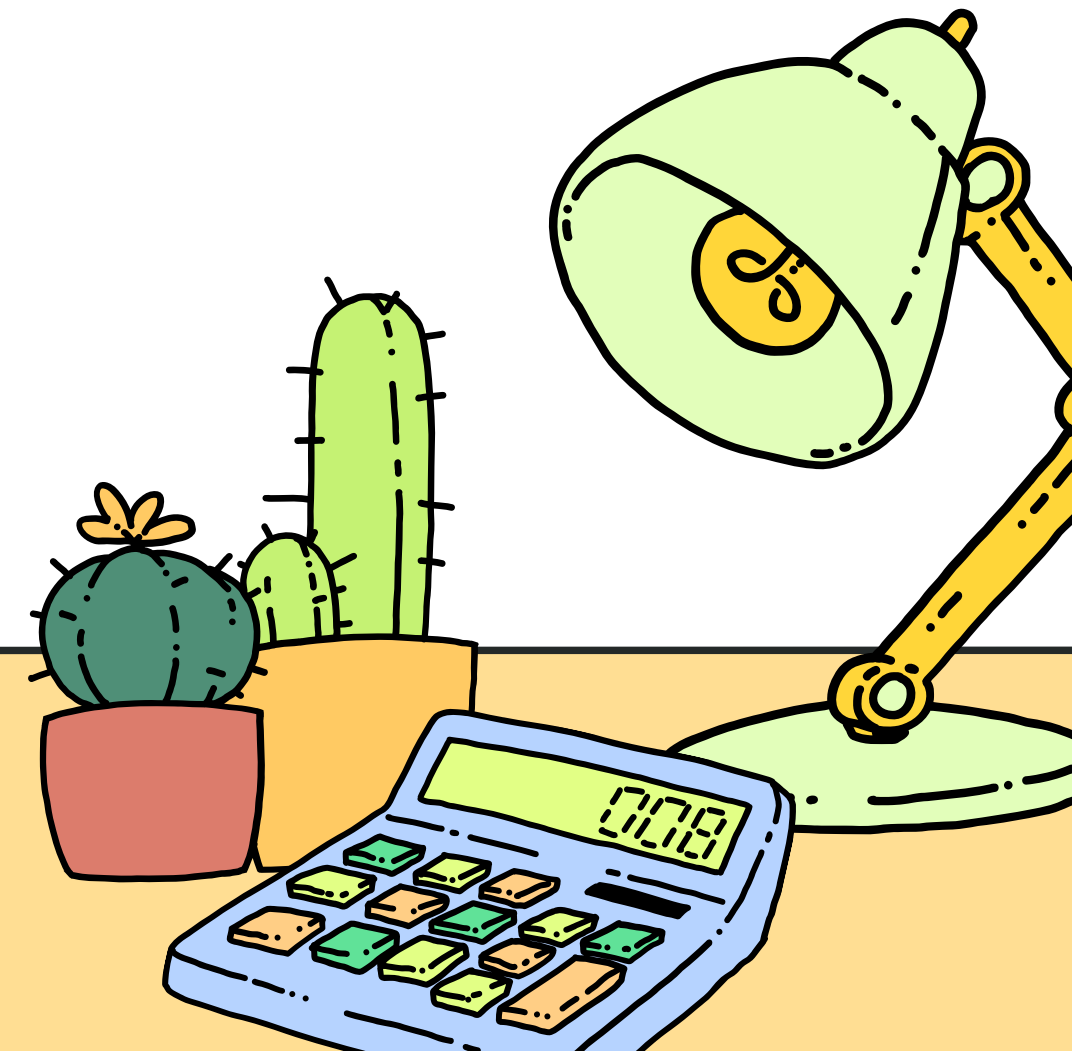
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Detention



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