

## **APPENDIX D - DAILY MORNING ASSEMBLY, MARKING OF ATTENDANCE AND LATECOMING**

1. 07.20 am – music will be played through the P.A. system. This is the signal for all to promptly proceed to the running track for the morning assembly. In the event that the school cannot gather for assembly, students are to report to their classrooms.
2. The Class Chairman or Vice-Chairman will draw the class key from the Key Management System (KMS) before they proceed for morning assembly. Class Tutors will begin marking attendance at 07.30 am.
3. Students who reach the school gates up to the 07.30 am bell will be allowed in by the prefects on duty. These students will hurry to meet their respective Class Tutors and have their attendance taken.
4. Those arriving at the gates at the 07.30 am bell and after are late. They will not be allowed to join the assembly. In the event that the school cannot gather for assembly, the late-comers will promptly report to their classrooms after their names have been recorded by the duty prefects.
5. Duty prefects at the gates will record their names in the school's latecoming system.
6. A late-comer who arrives after the duty prefects have left their post at the gates must report to the security post to have their names recorded. He/She will promptly report for class after their names have been recorded. The Student Services Centre will then update the late-comer's attendance.
7. The parents of late-comers will be notified via email (automated) to inform them of their child's late-coming.
8. A student who is late for 3 times in a Term will be issued a Yellow (Category 1 Offence) Form by a member of the Discipline Committee. His/Her conduct for that Term will be recorded as 'Good' as best.
9. A student who is late for 4 times in a Term will be issued a conditional Pink (Category 2 Offence) Form by a member of the Discipline Committee. If the student is able to be punctual for the Term for the rest of the Term, the conditional Pink (Category 2 Offence) Form will be rescinded.
10. A student who is late for 5 times in a Term will have his conditional Pink (Category 2 Offence) Form reinstated. His/Her conduct for that Term will be recorded as 'Fair' and this offence will be recorded as 'Repeated Late Coming' in the student's disciplinary record. If the student continues to be late for the rest of the Term, he/she will serve an hour of detention or corrective work after school. This will be administered by a member of the Discipline Committee.
11. On days with unforeseen circumstances such as train breakdowns, adverse weather conditions or severe traffic congestions, a student's late-coming record may be revised on a case-by-case basis. This also applies to students who are severely unwell (with/without medical documents) and medical appointments. This is subject to the purview and discretion of the Discipline Committee.