

HOY duties for students late to school

- From 8:53am, stopped students as they are now late
- Line up the first group of students: check conduct, uniform, sixth form lanyards
- Lead students into the canteen in silence
- Challenge *each* student on their lateness while/after they sign in
- Seat students in their detention areas with same expectation: coats/bags off, students in silence, facing the front, knowledge organisers on desk, complete pink sheets in detail

Speak to the group as a whole addressing:

- The importance of being punctual – link to values of ambition & civic virtue
- The consequences for being late
- That they are being monitored closely by HOY/SLT

Sample script

Your punctuality is an important key in your success. The minutes of learning that you waste by being late will impact how well you do in school. By being late, you show that you are not ambitious enough to arrive on time. You also show a lack of civic virtue by not bothering to attend your form time. This is disrespectful to your form tutor and to your peers.

Every time you are late, you will get a 30 minute detention. If you are late twice, you will have a 60 minute detention on a Friday. If you are consistently late to school, your parents/carers will be called in for a meeting about your conduct.

As Draytonians, we expect you to strive to be better. So think to yourself, what you will do differently to make sure that you are on time to school tomorrow?