

Duties and responsibilities

- HOY:
 - Challenge students on their punctuality
 - Maintain high standards of behaviour, akin to detentions
 - Ensure pink sheets are completed in full
 - Address all students, referring to the core value of Ambition (see script overleaf)
- SLT Lates/Registration
 - Review list of recidivists
 - Identify recidivists in the dining hall and seat them on one side of the dining hall, ready to be escorted to Focus Room.
- PSW registering lates:
 - Hold recidivist students until SLT On-call period 1 arrives
 - Add note on SIMS to students who have been taken to the Focus Room placement for 1 day, for repeat lateness
- SLT On-Call period 1:
 - Go immediately to dining hall
 - Escort recidivist students to the Focus Room

Sample script – HOY late duty

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?