

**PUNCTUALITY GUIDELINES FOR COLÁISTE CHOLMCILLE,
BALLYSHANNON**

Punctuality Procedure in Coláiste Cholmcille

Students display poor punctuality by:

1. Being late for school in the morning
2. Being late returning to school in the afternoon
3. Being late for class throughout the day

Some students will have legitimate reasons for being late and others will not.

Occasional lateness may not be serious but when it becomes frequent it is.

To track and discourage poor punctuality, the school has put the following in place:

If a student arrives late to school, they must sign in at the office and receive a late slip. If a student does not sign in at the office they will be marked absent.

If a student is late for class, the subject teacher will send them to the office to collect a late slip.

Afternoon classes begin at 1.30. Students are expected to be in class by the second bell.

