



Punctuality 2008-2009

Punctuality is expected at College just as it is in the workplace. You are expected to be on time to all your lessons, Tutorials and other sessions. This personal responsibility provides a good training for adult life after College. In our experience the first thing that prospective employers want to know is how punctual and regular an attender you have been. Also, if you miss the start of a lesson you may have more difficulty following the lesson. The College is situated in an area famous locally for its traffic jams during the rush hours, so you will need to take this into account when planning your journey into College.

More importantly, punctuality is a matter of courtesy and consideration for others; for the staff who have prepared your lessons and for the other students who are disturbed when the start to their lessons is interrupted by latecomers.

College Action on Lateness

- Lateness is defined as arriving after the lesson start time
- Five minutes' movement time is built into end of periods 1, 2 and 4.
- All lates (and the minutes late) will be recorded
- If a pattern of lateness emerges your Personal Tutor will issue you with a warning and the Registry will phone home
- If your lateness continues to cause concern you will be referred to your Senior Tutor who will arrange a meeting with your parents. Failure to improve after this will cause the matter to be referred to a Disciplinary Panel. This panel has the authority to ask you to leave College.