

## The St Michael Steiner School

### **High School Student Registration Policy**

All students should arrive at school by 8:25am.

All High School students and their teachers meet at 8:25am for registration, to do some recitation or singing, and to hear notices.

One of the teachers attending morning registration must take the register to reception before 8:45 am.

If parents have not already contacted the school, the Receptionist should phone to find out the reason for absence or lateness beyond 15 minutes and let the Main Lesson teacher know at break time.

High School students who arrive late are required to sign in at reception, recording their time of arrival.

High School students who are allowed to leave the premises (usually only Classes 11 and 12) are required to sign out and in, recording the time.

They are required to inform their class guardian if they plan to stay at school later than 3:45pm and sign out when they leave.

Review date: September 2024