



## TopUp Learning London (Tti) - RAAS Summer Camp Student Lateness Policy 2023

*This policy is in place to ensure that all students get the most out of their lessons and activities. It is also to ensure that they are considerate to the teacher's preparation of each lesson and their classmates learning needs.*

TopUp Learning London (Tti) - RAAS Summer camp has a strict Attendance Policy in place for all students. In addition to that, due to the age of the students, there are the following provisions in place:

All students are required to be punctual to all their lessons and activities throughout the day.

If we have not heard from them and they are not in class 10 minutes after the beginning of the class, the teacher will tell the Director of Studies, or the camp manager and the group leader will be called immediately.

**If students are unwell or have a genuine reason for being late, they must inform their group leader immediately for them to contact the camp manager and the DoS as early as possible, so that the teacher/activity leader will be aware before the beginning of the lesson/activity**