

Lateness Policy

- Please be on time for your lessons, in order not to disturb your teacher and your classmates.
- Morning classes start at 9.30 am, afternoon classes start at 1.45 pm. You should be in class, ready to start the lesson at this time.
- If you are more than 10 minutes late you might not be allowed in class, and will have to wait until break time.
- Breaks are for 15 minutes in the morning classes. If you are late back after the break you might not be allowed in class.
- If you are under 18 years old and are going to be late, you must phone the Academy to let us know.
- In exceptional circumstances students can be given special permission to arrive late for class. This must be arranged in advance.

In exceptional circumstances you may be allowed in late with a note or accompanied by a member of staff.

www.ukecademy.com/academy-policies