

ACTING CO-ORDINATOR
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YOUTHREACH

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Kiltimagh

Timekeeping Policy

Classes commence at Youthreach Kiltimagh at 9.00 a.m each morning. It is expected that all learners are to be here by this time. All learners must sign in and sign out each day to qualify for a training allowance.

If a learner is running late for any reason, they must ring the Youthreach centre and inform the administrator why they are running late. Consideration will be given if the reason is genuine, provided they ring in.

Learners who arrive in late, leave early or who do not sign in or sign out (without genuine reasons and at the discretion of the Co-ordinator) can have training allowances deducted.

In the event that a learner leaves training without permission, a parent/guardian will be informed by a text message and/or phone call. At this point, Youthreach Kiltimagh is no longer acting in 'loco parentis'. Before the learner can return to training, an interview will be held with the learner to find out why the learner left and to decide on how to proceed.