Conversation script for staff to address punctuality with students

Actions:	What
- Have Kamar data ready to address student percentages	- How often are you late? - What makes you late? - Is there a particular class you are late to? - Is there a day of the week you are more likely to be late on? - How do you feel about being late?
- Have wider information ready to share about impacts of lateness - (*share resource*)	Affect - How does being late impact you? - How does being late impact your teacher? - How does being late impact your classmates/peers?
- Have options ready around how school can support students - E.g. Funding for bus tickets, accountability report, a friend who can check in with them as a support person	Repair/Solutions - What changes can you make to ensure you attend on time? - How could the school support you to attend on time?
- Establish who will follow up to check in with student and a timeline	Move Forward/Next Steps - What are you going to do if you are struggling to get here on time? - How do you feel about being late now? - Is there anything else you need to hear now? - How else can we support you? - What would you do if you notice this issue returning? - When is a good time to check up on the progress with this? Task: Write down what you need to keep doing, stop doing, start doing to improve punctuality.

Keep	Stop	Start
- Setting my alarm every morning - Checking in with my Huia teacher - Checking in with my	- Having my phone in my room so I get to sleep on time - Making excuses - Snoozing my alarm	- Packing my bag the night before - Lay my uniform out ready to put on - Pack my lunch the

friends - Be honest about the problem	- Going to McDonalds - Scrolling my phone every morning - Gaming in the morning	night before - Make sure I have my way of getting to school sorted e.g. bus ticket ready to go - Talk with parents/caregivers about supports