



CO-ORDINATOR
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Further Education Centre
The Neale Road
Ballinrobe
Co. Mayo

Timekeeping Policy

Classes commence at Youthreach Ballinrobe at 9.30am each morning. It is expected that all students are to be here by this time. All students must clock in and clock out each day to qualify for a training allowance.

If a student 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.

Students who arrive in late, leave early or who do not clock in or clock out (without genuine reasons and at the discretion of the Co-ordinator) will be penalised by allowance money being 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 Ballinrobe is no longer acting in 'loco parentis'. Before the learner can return to training, an interview will be held with the learner and a parent/ guardian and Co-ordinator to find out why the learner left and to decide on how to proceed.

