



DETENTION – POLICY STATEMENT

Whilst supporting the principle of being able to detain children at lunch-time and after school, it is very important to ensure that pupils are supervised – a Child Protection issue – and that Staff should not put themselves in jeopardy.

The following principles apply:

Duty of Care

- Any member of staff who puts a pupil in detention is taking responsibility for the proper detention process being followed. He/she has a duty to set relevant work (unless the responsibility is taken by another member of staff). Section Heads, HoYs and some senior Managers supervise detention class. For this purpose residential clergy, secretarial staff and maintenance staff cannot act as supervisors.
- By signing the detention slip parents are accepting responsibility for their child at the end of the detention. (See flow chart)
- Colleagues are not allowed to accept a pupil's word that parents who have not signed the slip (or it is mislaid) know of his/her detention.

Duration

Detentions usually last 1 hour, although some 2 hour detentions can be given. Formal detentions will take place on Tuesday and Thursday evenings in V1, supervised by Pastoral and Senior Managers

Notice of Evening Detention

U3 – L5	24 hours written notice required
U5 & 6 th Form	Can be detained on the day, but parents, guardians must be contacted. For U5 students a slip must be filled in and given to Mrs O'Donnell by the teacher concerned. For Sixth Form please see later statement.

Records

The detention must be recorded so that the presence and whereabouts of detainees are known. (See flow chart)

This information should also be entered on the system by Mrs O'Donnell and posted on the Memo on Wednesday and Friday morning so that it is available for Form Tutors and HoYs to monitor.

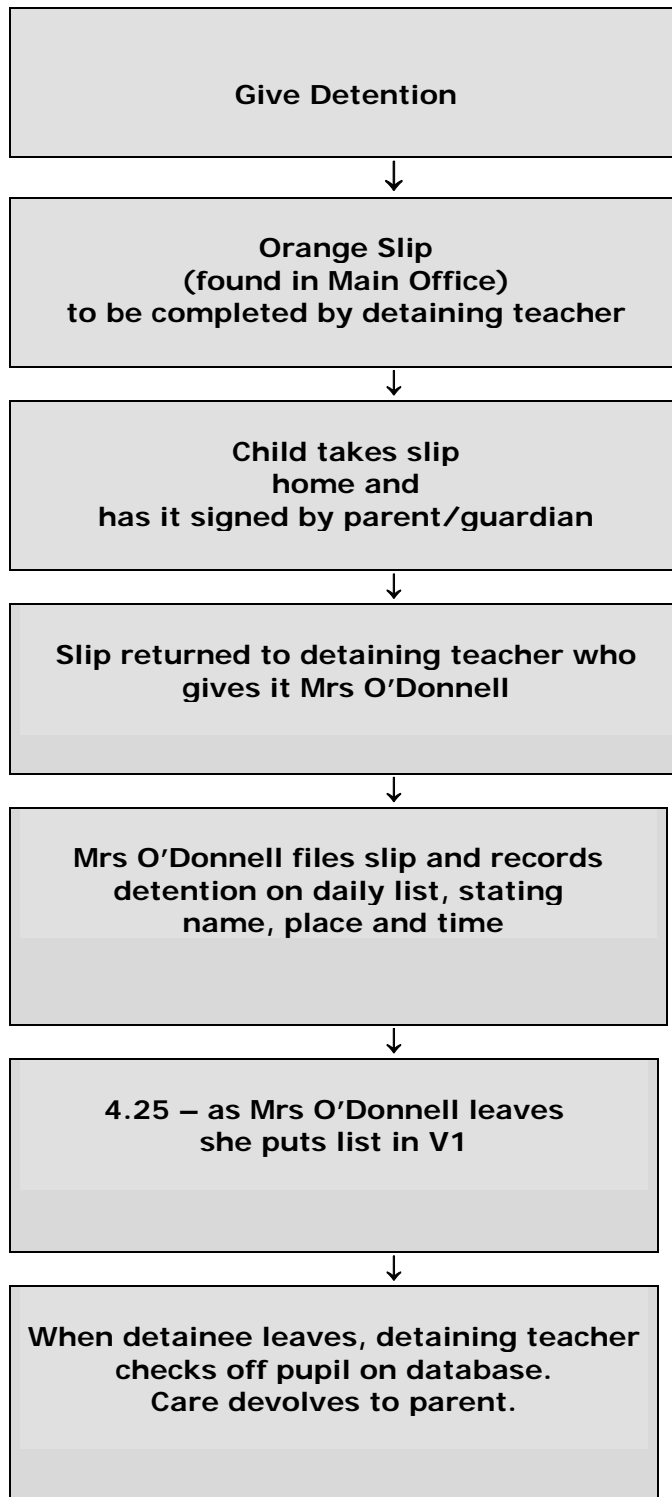
Lunch-time Detentions

Pupils **MUST** have an opportunity to eat, drink and go to the toilet.

AT ALL TIMES TEACHERS MUST ENSURE THAT THEY ARE NOT COMPROMISED.

**BY FOLLOWING THE CORRECT PROCEDURE YOU ARE LETTING
OTHERS KNOW WHAT YOU ARE DOING**

DETENTION PROCESS



DETENTION SLIP

PUPIL DETENTION SLIP

Name of Pupil: _____ Form _____

Member of Staff giving detention:

Reason for detention: _____

Date of detention : _____

Time of detention: _____

Location of detention: _____

This slip must be signed by your parent/guardian and MUST BE RETURNED TO THE DETAINING TEACHER WHO WILL HAND IT INTO THE MAIN OFFICE on or before the detention date.

Pupils who present this slip without a parental signature will be further detained

Signature: _____
(Parent/Guardian)

By signing this sheet you, the parent/guardian, are accepting responsibility for the care of your child from the end of the detention.

AFTER SCHOOL DETENTION IN THE SIXTH FORM

The process outlined above applies to the U3 to U5 and the principles enshrined in the Policy apply to the Sixth Form as well. However, in recognition of their maturity and the fact that they are beyond the compulsory school age, a different process has been put in place by the Head of Sixth Form for the detention of Sixth Form students.

It should not normally be necessary to detain Sixth Form students after school. However, should students regularly fail to submit work on time or where the quality of such work gives cause for concern, a subject teacher may wish to place that student in detention after 3.50pm.

In such cases 24 hours notice need not be given provided contact is made with the students' parents. Subject teachers should contact the relevant Year Head to arrange such contact and agree the supervision of the student whilst they are in detention.

Where a parent cannot be contacted, 24 hours notice will need to be given to the student and the detention can be acknowledged via a telephone call or letter from parents on the day of the detention itself. (There is no specific "detention slip" for Sixth Form students).

The Head of Year should be informed of the detention in advance so that they are able oversee the above arrangements and to keep a record of such detentions. It would be good practice for teachers to inform the relevant Head of Department when the detention relates to an academic matter.

Form tutors or Heads of Year may also give detentions when they feel appropriate in cases relating to breaches of school discipline, following the same process as outlined above.

Heads of Year will resolve any issues or disagreements relating to the detention of Sixth Form students.

