

# Exmouth Community College



## DETENTION POLICY

<b>Policy Details</b>	<b>Date</b>
Policy Written	Graham Allen
Policy ratified by	Curriculum Committee
Policy agreed by governors	10.05.16
Review Cycle	2 yearly
Policy Review date	Summer 1 2018
Version	1/2016

This policy is to be read in conjunction with the policy on Rewards and Sanctions.

### **Rationale**

At the College we have a well established rewards system which allows us to acknowledge the hard work and achievement of the vast majority of students.

There are however a small minority to do not conform to expectations and who do not adjust their behaviour after being warned.

The system of detentions allows staff to sanction persistent offenders.

### **Government policy**

The government is moving towards a stance where a school can issue after school detentions without warning. We believe this would not be effective in maintaining good relationships with parents, and will normally seek to inform parents of the date and time of a detention. We do reserve the right however to issue 'no warning' detentions in exceptional circumstances.

### **Types of detention**

It is possible to issue the following types of detention:

- Staying behind at the end of a lesson (although it is not good practice to make a student late for their next lesson)
- Break time or lunchtime detention with a member of staff
- Break time or lunchtime detention with Head of Department / Head of Year
- Break time or lunchtime detention at a Key Stage office
- Early morning detention with HOY
- After college detention with staff, HOD, HOY, AP, DP or Principal.
- A 'Principal's Detention' - this can only be issued by the Principal and the timing is at the Principal's discretion (e.g longer than one hour, held on Saturday morning)

### **Reasons for detention**

Detentions may be given for any of the following:

- Persistent low level disruption over time (i.e a student may avoid being sent to time out on a number of occasions, but their cumulative behaviour is disruptive)
- Being sent to time out
- Lateness (see guidance to tutors for morning reg)
- Failure to complete homework / coursework
- Lack of quality work
- Poor behaviour around the site
- Failure to meet College expectations

**NOTE:** Detentions are a consequence for individual behaviour patterns – whole class detentions are rarely appropriate and should not be issued without prior consultation with HOD /HOY /SLT.

### **Issuing a detention**

Staff should make it clear to the student:

- Why they have been given a detention
- When the detention is to be held
- Where the detention is to be held

It is good practice to record this information in the homework diary.

Staff should maintain a written list of students they have called for detention, or keep a record in their mark book.

### **Recording Detentions**

Formal detentions should be logged on a student's record. This can be done in the following ways.

- Letters send home from Key Stage offices / Clerical Team
- Email SIMS office with details of the detention (Name, TG, Subject, Reason)
- Enter the information directly into SIMS (training available)

### **Conducting Detentions**

Staff should ensure they are present at the place indicated above. Uniform should be checked. They should register the students as they arrive and have the students sit in silence as they are spoken to or complete specific curriculum based tasks.

Students should be supervised at all times. Staff should be aware of any specific student needs (e.g diabetes)

At the end of the detention they should dismiss the students in person – as above it is good practice to record the detention in the homework diary.

For after school detentions, a written register should be kept, indicating the time of the detention, the time the student arrived and the time the student left. (see Appendix A for an example).

### **Failure to attend a detention**

If a student fails to attend a detention (other than through illness) one of the following sanctions may be applied:

- Reorganising the detention
- Increasing the level of the detention (e.g change from 'lunchtime' to 'after school')
- Student placed in internal for one day
- Fixed term exclusion (for refusing the authority of the College)

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

