

Breadalbane Academy



Detention Procedures January 2017

1. Rationale

Positive behaviour management includes good time keeping and is about creating an ethos within our school where our pupils are encouraged to make good choices about their attendance and lateness to classes. Our detention procedures outline what we have in place for dealing with period absences, lateness to classes and behaviour which falls below expectations in the context of secondary classroom management. **For any such policy to be effective, it must be consistently applied by all teachers.**

There will be two levels to how detentions will be organised and issued;

Staff – lead by teaching staff	SMT – usually lead by SMT
<ul style="list-style-type: none">• 2 members of staff will be on duty for detention where possible MON - THURS• Detentions given for<ol style="list-style-type: none">1. late to class / period truancy2. Level 2 formal warning – please refer to PBM policy• Detentions held in English room• Detentions run for 15 mins at beginning of lunch	<ul style="list-style-type: none">• 1 member of SMT will be assigned a lunchtime detention duty Mon/Wed/Fri.• Detentions given for;<ol style="list-style-type: none">1. Failure to attend staff detention2. High level behaviour incident3. A number of low-level behaviour incidents• Detentions held in Drama classroom• Detentions run for 30 minutes

3. Expectation for Pupils

In Breadalbane Academy we expect pupils to reflect the values of respect and ambition in the way they ensure they are demonstrating good timekeeping. Arriving on time for registration and classes is crucial to pupils learning. Pupils must ensure;

- they arrive to all classes (including registration and personal support) on time
- they sign in at the office when late to school
- they behave appropriately in accordance with our PBM policy
- they attend staff detentions for lateness
- they attend SMT detentions

4. Expectations for Teachers

As well as clear expectations for pupils, effective detention procedures depend upon clear expectations and consistency of practice across all members of staff. In order to apply a consistent approach to attendance and registration all teachers should apply the following procedures;

1. Classes begin at 8.55am every day. A warning bell will ring at 8.50 advising pupils to make their way to classes. Registration / Period 1 teachers should be;
 - at their classroom door greeting pupils as they enter.
 - advising pupils to remove outdoor clothing, ensuring they are wearing school ties.
2. Between 8.55 – 9am teachers should take the register and;
 - input TBC for any absentees
 - mark LRG for latecomers during REG and LTC for latecomers period 1.
3. If a pupil arrives late for;

When pupils are given detentions for 'Late to Class'	
Registration	<p>Ask the pupil the reason for the lateness and determine whether this is acceptable, i.e. a late bus. If the reason was not acceptable, teacher must;</p> <ul style="list-style-type: none"> • mark pupil as LRG – this will alert the office staff • advise pupil that they have a detention at lunchtime, the next school day. (in cases of pupils late on a Thursday, they will be given a detention on the Monday) • issue pupil with a detention slip (attached)
Period 1 - 6 or PS classes	<p>Ask the pupil the reason for the lateness and determine whether this is acceptable, i.e. a late bus. If the reason was not acceptable, teacher must;</p> <ul style="list-style-type: none"> • mark pupil as LTC – this will alert the office staff • advise pupil that they have a detention at lunchtime, the next school day. (in cases of pupils late on a Thursday, they will be given a detention on the Monday) • issue pupil with a detention slip (attached)
When pupils are given detentions for 'Behaviour'	
REG / PS / Periods 1 - 6	<p>Follow the levels as noted in our PBM policy and ensure pupils have reached Level 2. Teachers must;</p> <ul style="list-style-type: none"> • mark pupil as departmental detention issued in demerits before 4pm that day • advise pupil that they have a detention at lunchtime, the next school day. (in cases of pupils late on a Thursday, they will be given a detention on the Monday) • issue pupil with a detention slip (attached)

NOTE- There are no staff detentions on a Friday, any lateness or behaviour incidents on a Thursday will carry forward to a detention the following Monday.

5. Expectations for Office Staff

Office staff will generate a late to class report at 8pm each evening which highlights from the same day, those pupils who;

- have arrived late to school
- have been late to class
- have been given a detention for poor behaviour (from detention slips form staff)

Office staff will be required to;

1. email a list of those pupils who have been given a detention to 2 members of staff on duty by period 4
2. contact duty detention staff when there is not duty needed that day
3. groupcall email parents of those pupils receiving a detention by period 4 same day
4. keep a list of those pupils receiving detentions
5. place SMT detention slips into registration folders for pupils who have failed to attend a staff detention for PS / REG teachers to issue.
6. Place a list of those pupils placed on SMT detention in SMT detention folder.
7. Alert SMT when more than one detention has been given to a pupil the same day.

6. Expectations for Member of Staff on Detention Duty

2 members of staff will be on duty each day where possible. Staff must arrange a swap with another member of staff if they are to be out of school that week.

1. greet pupils at door at the beginning of lunch
2. advise pupils to remove outdoor clothing, ensuring they are wearing school ties.
3. keep an attendance of who has attended and return to office by start of period 5.
4. issue detention reflective exercise for pupils to complete
5. ensure detention box is fully equipped on leaving the room
6. ensure room has been left with all chairs pushed in and all paper discarded
7. contact office and update them with any supplies needed for detention bo