



Detentions Policy

Coordinator	Karine Bergame
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Date policy considered by External Solicitor	N/A
Agreed by LT on	23 rd May 2023
Does this policy need to be agreed by Trustees? If yes, which committee?	No
Agreed by Trustees on	N/A
This policy is communicated by the following means:	
Trustees	Academy website
Staff	Policy folders on staff SharePoint
Parents	Academy website, Parent Information Meetings and letters home
Students	In assemblies, via tutors and HOP/HOYs during Collective time, via Student Notices.

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1. Rationale

We believe that every student at Clapton Girls' Academy (CGA) has the right to learn, the right to respect and the right to feel safe. This policy should be read alongside our Behaviour for Learning policy (No.34). Detentions are one of the strategies used to help students reflect so that any interruptions to the learning process are removed and students achieve their potential.

While in detention, students must complete class or homework and/or activities encouraging self-reflection and target setting as a way of addressing the issues which have caused them to be placed in a detention.

This section relates specifically to the use of detentions with years 7 to 11.

The term 'parent' throughout this policy refers to anyone with parental responsibility.

2. Aims/Purpose

Detentions should be used constructively to bring about improvement and never simply as a sanction to punish a student. The purpose of detentions at the academy is to provide an opportunity for:

1. Restorative conversations between students and staff (See Appendix 1).
2. Students to reflect on their attainment, progress, behaviour, attendance and punctuality and to agree targets for improvement (where applicable).
3. Accessing support to resolve any issues which are preventing students from completing homework or concentrating in lessons.

3. Issuing Detentions

Detentions are issued to support students who are struggling to do the right thing. This could include (but is not limited to) interactions with peers, behaviour in or out of the classroom, homework and punctuality.

Detentions are usually held after school but may be held at other times of the school day if there are reasons why a student is unable to stay after school. The academy makes every effort not to hold detentions during break or lunchtime unless the issue relates to a student's behaviour at break or lunch.

The academy makes every effort to avoid whole-class detentions based on the belief that it is rarely the case that all students in a class have contributed to a problem. In exceptional cases, whole-class detentions may be issued where it is impossible to establish which students are responsible or where students are not forthcoming about what has happened.

All students are escorted offsite by a member of staff at the end of their detention unless they are attending a club after their detention.



4. Teacher Detentions (10 minutes)

It is the responsibility of the teacher giving the detention to ensure that students are clear about the reason for the detention and where it will take place by explaining this to the student and writing it on relevant page of their planner.

A 10-minute teacher detention is mostly given where a student does not respond to the teacher's reminder and warning in relation to off-task or disruptive behaviour in a lesson or when a student has come to the lesson without their homework or the correct equipment. A 10-minute teacher detention is completed after school with the teacher who issued it. The teacher must sign the student's planner to attest to that student attending the 10-minute detention. On the rare occasion that a student receives more than one 10-minute detention in one day, the teacher should either make arrangements to see the student on a different day, to avoid students being kept for extended periods of time after school without a parent being informed, or contact home to make the parent aware that their child will be late home. Students may attend an after-school club once they have completed their detention(s).

5. Faculty Detentions (30 minutes)

Faculty detentions are issued if a student does not attend a teacher detention or if they attend a teacher detention but do not make improvements thereafter and repeatedly receive 10-minute teacher detentions in the same subject. Unsigned 10-minute teacher detentions in the student planner mean that the student has not attended the detention and that they must therefore complete a 30-minute detention the next day. Faculty detentions are recorded on SIMS by Student Reception, generating a message home to parents, and also in the student planner.

When a Senior Staff On Duty (SSOD) behaviour-related callout is made, the student is automatically issued with a Faculty detention to be attended on the same day. Student Reception sends a MyEd message to the student's parents and the SSOD will contact the family by phone.

All faculty detentions are completed in the dining pavilion after school from 2:50pm to 3:20pm or from 3:50pm to 4:20pm on Tuesday and Wednesday if the student has lesson 6 on that day. Teachers must take a register of all students attending Faculty detention and sign their planners on relevant page. It is the responsibility of students to ensure they arrive on time to detentions.

6. Sixth Form Faculty Detention (30 minutes)

Faculty detentions are issued to sanction truancy, lack of homework or lack of effort in lessons. These detentions are set by classroom teachers, Heads of Subjects and Heads of Faculty.

Sixth Form Faculty detentions are held every Monday after school in N66 and are supervised by a KS5 lead. If a student does not attend a Faculty Detention, they will be required to attend a Leadership Detention (see page 4).



7. Leadership Detentions (1 hour)

Leadership detentions are issued if a student does not attend a faculty detention. Student Reception inform parents a day in advance via the MyEd App.

A member of LT (the Behaviour Lead) will contact the family the day before LT detention to discuss the cause of the detention and the next steps to ensure behaviour improves.

Leadership detentions can also be set by members of the Leadership Team (LT) as a response to more serious student behaviour. The Leadership Team member setting the detention contacts the student's parents and writes the detention into the relevant pages of the student's planners explaining the reason for the detention.

Leadership detentions are held every week in the Student Support Centre (SSC) and last one hour. When possible, students are collected from the end of period 5/6 by the member of staff on duty, the Behaviour Lead or ESA attached to the year group and taken to the SSC but it is ultimately the responsibility of students to ensure they attend their detention, and punctually. Students who do not attend a leadership detention are internally excluded in the SSC the next day following a conversation between a member of the Leadership Team and the parent.

8. Late detentions

At CGA we place great importance on being punctual to school and lessons as preparation for the world of work. With this in mind, we run a late detention for students who are late to school and/or lessons. Students who arrive to the academy after 8.40am are late and issued with a 30-minute late detention which is written on the late detention page of their student planner. During late detention, a register is taken and students' planners are signed to indicate that they have attended their detention. This detention is completed after school in the dining pavilion on the same day as being late.

Students who are late to lessons are required to complete a 10-minute detention after school on the same day for each lesson they are late for, up to 3.15pm (4.15pm for any students who have Lesson 6 on Tuesdays and Wednesdays). When students are late to lessons, their lateness must be noted on SIMS by their classroom teacher, to ensure that they appear on the late detention list.

Any detentions not completed on the same day must be completed on the following day. If students repeatedly do not attend their late detentions or their punctuality does not significantly improve despite attending late detentions, they will be issued with a Leadership Detention, with parents notified as mentioned in section 7 of this policy. A decision will also be made by the Head of Year for that year group to place a student on punctuality report if punctuality does not improve.

9. Street Detentions:

If a student is involved in, or associated with, anti-social behaviour in the community while wearing school uniform, they will be required to complete a detention or a series of detentions after school until 4.00pm (or 5pm for students who have Lesson 6 on Tuesdays and Wednesdays). Students complete their Street Detention in the Student Support Centre (SSC).



Street detentions are noted on the appropriate pages of the student's planner. The student's Head of Year will inform parents 24 hours in advance.

10. Internal Exclusion

If a student does not attend either a street detention or Leadership Detention, they will be required to complete an internal exclusion as well as the detentions they have missed.

During an internal exclusion, students are required to spend the day in the Student Support Centre where they complete work provided by their teachers. An internal exclusion day is an extended school day and ends at 3.20pm.

When an internal exclusion is issued, parents receive a phone call and a letter detailing the reasons for the internal exclusion. If a student is uncooperative in relation to an internal exclusion, they may receive a suspension from the academy. (Please see also our Behaviour for Learning Policy No. 34 and Suspension and Permanent Exclusion Policy No. 39).

11. Saturday Detention

In exceptional circumstances, at the discretion of members of the Leadership Team, a student may be placed in a Saturday detention from 10am - 1pm to be supervised by a member of Clapton Girls' Academy staff. This detention is used in an attempt to avoid a student being at risk of suspension from the academy where they have not responded to other measures to support them to improve. Students must wear full school uniform for a Saturday detention.

12. Student Support Centre (SSC) extended day

The SSC is used to give students time to reflect on where things have gone wrong and what they can do to put things right. Students who are placed in the SSC for the first time are required to stay after school until 3.15pm on the same day (4.15pm on Tuesdays and Wednesdays for students who have Lesson 6).

Students who are placed in the SSC and have already been placed in there at least once that academic year will be required to stay after school until 4pm on the same day (4.30pm on Tuesday and Wednesday for students who have Lesson 6).

Students who are on Academic Support Plans (ASP) and are placed in the SSC will be required to stay until 4pm (4.30pm on Tuesday and Wednesday for students who have Lesson 6).

13. Behaviour expectations during detentions

During detentions, students must follow the golden rules: listen, be polite, follow instructions.

Non-negotiables still apply, and students are expected to:

- Arrive on time.





- Remove their coat and wear the correct uniform, including footwear.
- Take out any equipment they may need and place their bag on the floor.
- Complete any outstanding homework/classwork or read in silence.
- Wait to be dismissed by their teacher.

Mobile phones are not allowed in detention and they will be confiscated if seen or heard. If students display disruptive behaviour during detention (refusing to follow instructions, arriving late, distracting others), they will be asked to leave the detention and their parents will be informed. Such behaviour will result in the issuance of two faculty detentions to be attended the following days.

If behaviour does not improve, a SSOD callout will be recorded, a letter will be sent home and the student will receive a one-day internal exclusion.





Appendix 1: Restorative Conversations

Restorative conversations happen between staff and students during any teacher detention, faculty detention, leadership detention or if a student has been placed in the SSC. Holding effective restorative conversations is a fundamental part of the academy's approach to behaviour management. These conversations are to resolve any concerns prior to a student returning to lessons in that subject and to ensure that any issues which led to the detention have been resolved. Staff are expected to use five of the following eight questions during the restorative conversation:

- 1) What happened?
- 2) What were you thinking at the time?
- 3) What have you thought since?
- 4) How did this make people feel?
- 5) Who has been affected?
- 6) How have they been affected?
- 7) What should you do to put things right?
- 8) How can we do things differently in the future?

Appendix 2: Detention tier system.

Tier 3	1-hour Leadership Detention							
	On Wednesday, tells student they have a LT detention.			Collects students and takes them to LT detention. Sends internal exclusion letter to parents of non-attenders.			Takes register on Sims, during detention.	
Tier 2	30-minute Faculty Detention					30-minute Late detention		
	Reminds students (red on Sims) that they have a detention.	Provide register to teacher supervising. Send list of non-attenders to ESAs.	See non-attenders and give them one additional opportunity to attend detention.	Adds Faculty detention to student's planner. Emails SR for student to be added to register.		Print off detention register. Send list of non-attenders to ESAs.	Write detention in planner, on late gate.	See non-attenders and give them one additional opportunity to attend detention.
Tier 1	10-minute Late-to-lesson detention					10-minute lesson detention		
	Adds minutes and late mark to Sims.	Add to Faculty detention register, if unattended.				Adds detention to planner.	Follows up with student/parent, if unattended.	
Teacher	ESA	HOY	HOF	SR	LT	LT Behaviour Lead		



Appendix 3: MyEd messages to parents

Message to parent following SSOD behaviour-related callout.

"A behaviour callout was made by your child's teacher during their lesson today. Behaviour callouts are made to address serious disruptions caused to a lesson or a refusal to respond to the reminders and warnings on our Behaviour Thermometer. As a result of the behaviour callout issued today, your child must attend a 30-minute detention after school. We appreciate your support in reinforcing behaviour for learning expectations to make sure your child makes progress in every lesson. Your child's teacher will call you to discuss the matter in more detail."

Message to parents when students do not attend Faculty detention.

"Your child failed to attend a 30-minute Faculty detention issued for yesterday. Could you please discuss the importance of accountability with your child and encourage them to attend their detention today. A second missed detention will result in a one-hour Leadership Team detention after school on Thursday. If you would like any information about the reason for the Faculty detention, please contact your child's Head of Year" .



Appendix 4: Internal Exclusion letter

Parent name(s)
Parent address

Date

Dear _____,

RE: Student's name – Student's tutor group

I am writing to inform you of our decision to internally exclude _____ for a fixed period of ____ **days**. This means that _____ will not be allowed to attend her normal lessons, go to break or have lunch in the Dining Pavilion for this period. The internal exclusion will be on ____ **date(s)**____ and _____ will be expected to remain in the Student Support Centre at the end of the academy day until 3.20pm.

Reason for internal exclusion

During an internal exclusion your child is expected to complete work set by their normal class teachers or the SSC teacher. A sandwich and juice will be provided for them at lunchtime. Alternatively, they may bring in their own healthy packed lunch.

Please ensure that you discuss this incident with your child and confirm your support of the academy's high expectations for behaviour for learning.

We thank you in advance for your support and hope we can continue working with you to ensure your child's success at Clapton Girls' Academy.

Yours sincerely,

Ms Bergame,
Assistant Headteacher
Behaviour Lead

cc: Ms Bangura, Deputy Headteacher
Head of Year
Year Engagement Support Assistant