

DETENTION POLICY

DATE OF REVIEW OF POLICY:
April 2018

DATE OF NEXT REVIEW:
September 2019



AMBERFIELD
COLLEGE

Review members:

- Ms L van Vuuren – Academic director
- Ms K Panayotakis – Director of Amberfield College

1. POLICY STATEMENT

The policy sets out the procedures to be followed during detention

2. POLICY OBJECTIVES

- To ensure that detention is used as an effective and efficient means to instil discipline
- To ensure that all teachers are aware of the actions leading to detention
- To ensure that all teachers are aware of the procedures to be followed during detention

3. POLICY PRINCIPLES

Detention:

- Discipline managers will set timetables indicating the teachers to be on detention duty
- Two teachers should be on detention duty
- Detention will take place on Friday afternoons (bi- weekly) from 13h45 to 15h45
- Parents must be informed that their child is required to attend detention via sms or letter as per Appendix A or B. The conduct list should be attached to the letter
- Exam conditions must be adhered to during detention
- Learners must be busy with school work or given written work e.g. writing out of the school rules
- The discipline manager should send a list of the names of all learners that should attend detention to the educator on duty
- A register should be kept of all learners attending the detention
- The register should be returned to the discipline manager by the teacher on duty
- The discipline manager should retain the register in a file

A learner may not:

- Do any physical labour during detention
- Walk around in the detention class
- Make a noise or disturb other learners
- Sleep during detention

Where a learner cannot attend detention in the session to which he/she has been allocated:

- Where a learner cannot attend detention on the date as required the parent should submit a letter to the discipline manager indicating the reasons for not being able to attend
- The discipline manager should evaluate the reasonableness for the request and should notify the parent in writing of the following date of detention in the standard format as per Appendix C

Where a learner neglects to attend detention:

- The learner will receive a demerit and the parents will be informed

4. AMENDMENTS TO POLICY

The school reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the school or legal developments

APPENDIX A – LETTER TO PARENT NOTIFYING THEM OF LEARNER REQUIRED TO ATTEND DETENTION

[insert date]

Dear parent

DENTENTION

Your child [insert name] in grade [insert grade] is required to attend detention on Friday [insert date] from 13h45 to 15h45. I attach hereto the conduct list.

Please note that the standard rules as applied in a class are required to be followed during detention.

Yours sincerely

[Insert name]

Discipline manager

APPENDIX B – SMS TO PARENT NOTIFYING THEM OF LEARNER REQUIRED TO ATTEND DETENTION

Dear parent

Your child is required to attend detention on Friday [insert date] from 13h45 to 15h45. The conduct list is available from the discipline manager.

APPENDIX C – LETTER TO PARENT NOTIFYING THEM OF POSTPONEMENT OF DETENTION DATE AT PARENT'S REQUEST

[insert date]

Dear parent

CHANGE OF DETENTION DATE

With reference to your letter notifying Royal Schools that your child, [insert name] in grade [insert grade] is not able to attend detention on [insert date], we hereby notify you that he/she should attend detention on Friday [insert date] on 13h45 to 15h45.

Yours sincerely

[Insert name]

Discipline manager