



KING JAMES I ACADEMY

Detention Policy

Date adopted by Governors: September 2018

Date of Next Review: September 2021

Detentions are an important part of the Academy discipline structure. Students must complete detentions.

Escalations of Detentions

Escalation is as follows for any student that fails to attend one of the detentions shown below:

- Break Time Detention- with class teacher
- Lunch Time Detention- with class teacher
- After School Detention- with class teacher/ Director of Learning
- Senior Leadership Team Detention

Detentions

Break time Detention - 10 minutes

This detention can be given without notice at the discretion of the individual teacher, who is also responsible for administering it. Any member of staff may give a break detention but must follow the guidelines below:

- No pupil must be left unsupervised during a break time detention
- Pupils must be given constructive work to do in the appropriate subject
- Pupils who fail to attend should be given a lunch time detention
- This detention should last no longer than 10 minutes
- The detention **must** be recorded on SIMS or Class Charts as a break time detention
- Pupils receiving 3 break time detentions in a term will have to meet with their form tutor to determine an appropriate action plan

Lunch time Detention - 10-30 minutes

This detention can be given without notice at the discretion of the individual teacher, who is also responsible for administering it. Any member of staff may give a lunch detention but must follow the guidelines below:

- No pupil must be left unsupervised during a lunchtime detention
- Pupils must be given constructive work to do in the appropriate subject
- Pupils who fail to attend should be given an after school detention
- This detention should last no longer than 30 minutes
- The detention **must** be recorded on SIMS or Class Charts as a lunch time detention
- Students must be provided with the opportunity to get a lunch and to visit the toilet
- Pupils receiving 3 lunch time detentions in a term will have to meet with their form tutor to determine an appropriate action plan

After School Detention - 40 minutes (Teacher/DoL)

These detentions are given to pupils who have failed to attend the first two detentions or for serious misdemeanours, ie persistent bad behaviour in lessons, repeated failure to do homework and so on. Any member of staff may give an after school detention but must follow the guidelines below:

- Parents must be given a minimum of 24 hours' notice by detention slip

- The Office must be informed so that a text message can be sent
- The pupil serving the detention must be supervised by the member of staff who issued the detention/ member of department.
- The pupil must be set work in the subject for which the pupil is being detained.
- The detention should last no longer than 40 minutes
- The detention **must** be recorded on SIMS or Class Charts as an after school detention.
- Pupils receiving 3 after school detentions in a term will have to meet with their parents and key stage coordinator so that an appropriate Action Plan can be determined.

Senior Leadership Team Detention

These detentions are given to pupils who have failed to attend the first four detentions or for serious misdemeanours that are agreed with the Senior Leadership Team. These detentions can only be given by the Head of Department for the specific subject. The guidelines below must be followed:

- These detentions must be given within two days of the incident
- Parents must be given a minimum of 24 hours' notice by written notice and a text message
- The pupil serving the detention must be supervised by the relevant member of the Senior Leadership Team
- The pupil must be set work in the subject for which the pupil is being detained and it must be taken to the Main office before the 3pm on the day of the detention
- The detention should not be longer than 40 minutes
- The detention **must** be recorded on SIMS or Class Charts as a Senior Leadership Detention.
- Pupils receiving 3 senior leadership detentions in a term will be invited to attend a meeting with the Head Teacher.

Same Day Detentions

A system of same day detentions without the requirement of 24 hour notice can be set up by special arrangement and mutual agreement between parents and Head of Year. In these cases parents will be informed by telephone and the detention will be held by the Head of Year.

Rescheduled Detentions

Detentions should be rescheduled when a student is absent from school. Afterschool and Head of Department detentions should be rearranged with 24 hours' notice given to parents by phone call or detention slip.

Senior Leadership detentions must be rescheduled by the office with written notice home or if appropriate a phone call home for a detention on the day the pupil returns to school.