

27th January 2020

Dear Parent/Carer,

Our College Detention Process

As you know we are constantly looking at how to improve our systems and procedures, we would like to share with you our fresh approach around detentions and the way they are managed:

Process

- ✓ Students are handed either A – Late to lesson/Break detention slip **and/or** B – C2/Lunchtime detention slip during form time or assembly in the morning by Form Tutors & Form Mentors
- ✓ Students attend the detention, are registered as present by staff, detention complete
- ✓ Should a student be absent or not present the morning slip is issued, Pastoral Leaders will issue their slip later or the next day the student is in school
- ✓ Any student who does not attend the detention will have an hour detention after school and parents will be telephoned by Pastoral Leader

We are hoping that this process will encourage your child to take more responsibility for their own actions, and avoid a lot of staff time being used to collect students for detention from lessons.

Should anyone have any queries or questions, please do not hesitate to contact Pastoral Leaders to discuss. Thank you for your continued support in demanding the highest standards of behaviour from our children at all times.

Yours faithfully

The Pastoral Team
Shuttleworth College