

DETENTION AND “CATCH UP CLASS” PROCEDURES

Action	Responsibility
Teacher issues detention as a consequence of a student’s behaviour.* Issuing teacher completes information on <i>Detention Or “Catch Up” Notice</i> and hands it to the student. Alternatively a note may be written in the student’s diary. Issuing teacher lists student’s name in Detention Book in the Staff room.	Teacher issuing detention
Student takes detention notice or diary home for parent or guardian to sign, confirming s/he has seen it.	Student and parent/guardian
Student attends detention to be held in room D10 on Tuesday and Thursday of each week from 1:15 till 1:40. Supervising teacher signs detention notice or diary to confirm that the detention has been satisfactorily completed. Supervising teachers maintains records of students attending detentions.	Student/Supervising teacher (Principal, Assistant Principal, Subschool Leaders and Year Level Coordinators on a rotational basis)
Student takes completed notice back to the teacher who issued the detention.	Student/Teacher who issued detention
Student negotiates with teacher who issued detention for <i>postponement</i> if there is a good reason why he/she is unable to attend.	Student/Teacher who issued detention

IF A STUDENT FAILS TO ATTEND DETENTION

Action	Responsibility
Follow up with any students who fail to attend detention. For class based misdemeanours the teacher who issued the detention follows up, for misdemeanours outside of class the Year Level Coordinator follows up. Generally failure to attend will result in the student being required to complete two detentions.	Teacher who issued detention/Year Level Coordinator
Failure to complete these two detentions will be regarded as the student refusing to comply with a teachers instructions and will be dealt with according to the Student Code of Behaviour This may lead to suspension.	Year Level Coordinator and/or Assistant Principal

* **Note:** Detentions are only issued for more serious incidents which occur outside class time, for student behaviour which falls outside the parameters of the teacher’s classroom management plan or as a follow up for infringements with school uniform policy. It should be noted that these detentions are staffed as an extra duty for Principals, SSLs and YLCs. Therefore, staff are expected to reserve this sanction for serious matters and to deal with minor infringements/incidents in accordance with the classroom management plan which should outline the teachers’ expectations and consequences for when these expectations are not met.