



# How to Add a Detention to a Behaviour Incident

## Applicable to SIMS .net version

7.88 onwards.

## Permissions required

You will need to be a member of any of the following User Groups in System Manager to maintain detentions:

*Administration Assistant, Admissions Officer, Attendance Manager, Class Teacher, Pastoral Manager, Registration Tutor, School Administrator, SEN Coordinator, Senior Management Team.*

Please see your System Administrator/Manager if you are not sure whether you have the required Permissions.

## Introduction

Detentions can be used as a sanction to deal with misbehaviour and can be given as the result of a serious incident or as a result of persistent misbehaviour.

All schools, with the exception of independent schools and non maintained special schools, have a clear legal authority to detain pupil/students without parental consent. However, before schools introduce detention as a sanction, the Headteacher must make all parents and carers, pupil/students and staff aware that teachers can use detention as part of the school behaviour policy.

Detentions can only be imposed by a Headteacher or another teacher specifically or generally authorised to do so. They should take account of:

- the pupil/student's age.
- any special educational needs.
- any religious requirements.
- whether the parent can reasonably arrange for the pupil/student to get home from school after the detention.

Even though detention forms part of a school's behaviour policy, the school must give the parents/carers at least 24 hours written notice of a detention scheduled to take place during lunchtime or after school, so that parents/carers are able to respond regarding any problems that the detention might cause. Written notification must inform parents:

- that the pupil/student has been given a detention.
- why the detention was given.
- when, where and how long the pupil/student will have to remain at school.

Schools need to keep a record of the detentions that they award because:

- by law, schools are required to keep a written record of any detention and the reasons for imposing it, in case there is a legal challenge brought by parents/carers.
- it is one of the ultimate sanctions that schools can use against serious misdemeanours and persistent misbehaviour.

Further information on detentions may be obtained from the DfES document '*Detention: The Law and how to Apply it*'.

There are three methods available for recording a detention:

1. Record a detention for an individual pupil/student – record the behaviour incident and add the detention at the same time. For more information, please see the *How to Add a Detention to an Individual Pupil/Student help sheet* (SupportNet Resource Number 11182).
2. Record a behaviour incident, add all the pupil/students involved, then add a detention to those involved (covered in this help sheet).
3. Create a detention and add one or more pupil/students to it. For more information, please see the *How to Maintain Detentions help sheet* (SupportNet Resource Number 11184).

### **IMPORTANT NOTE:**

*You must have previously set up rooms in SIMS .net so that you can identify the room in which the detention will be held. This ensures that you can inform parents when, where and how long the pupil/student is being detained for.*

## **Setting up detentions**

Some of the values that appear in the drop-down lists (lookups) when recording detentions can be edited to meet the needs of your school. In addition, you can amend the types of detention that can be recorded by setting up **Detention Types**. For more information, please see the *How to Set up Behaviour Management help sheet* (SupportNet Resource Number 11175).

## **Searching for the behaviour incident**

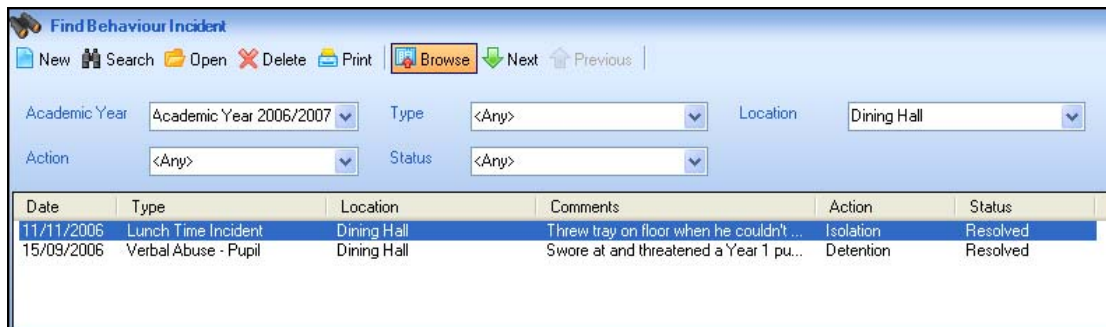
1. Select **Focus | Behaviour Management | Maintain Behaviour Incidents** to display the **Find Behaviour Incident** browser.

Date	Type	Location	Comments	Action	Status
10/12/2006	Insolence	Reception	Was very rude to school secretary reg...	Isolation	Resolved
11/11/2006	Lunch Time Incident	Dining Hall	Threw tray on floor when he couldn't ...	Isolation	Resolved
09/11/2006	Fighting	Playing Field	Josh Andrews pushed and shoved an...	Refer to Head T...	Unresolved
15/09/2006	Verbal Abuse - Pupil	Dining Hall	Swore at and threatened a Year 1 pu...	Detention	Resolved

If necessary, filter the list using any combination of the following drop-down lists in order to filter the list of detentions incidents:

- **Academic Year** – defaults to the current academic. Select another year if required.
- **Type** – lists all previously defined Behaviour Types. Select the required type, such as **Bullying**.
- **Location** – lists all previously defined locations. Select the required location, such as **Dining Hall**.
- **Action** – lists all previously defined actions. Select the required action, such as **Detention**, **Exclusion**, etc.
- **Status** – lists previously defined statuses. Select the required status, such as **Resolved**, **Unresolved**, **Further Information required**.

- Click the **Search** button to display a list of results based on your selections.

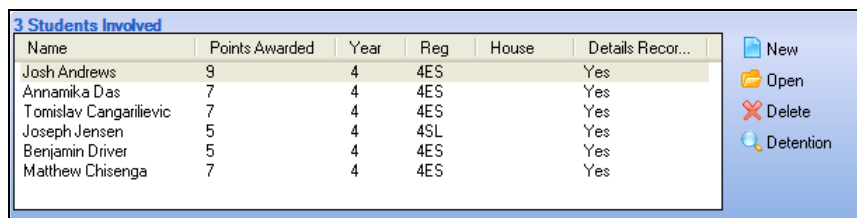


- Double-click the required behaviour incident to display the **Behaviour Incident Details** page.

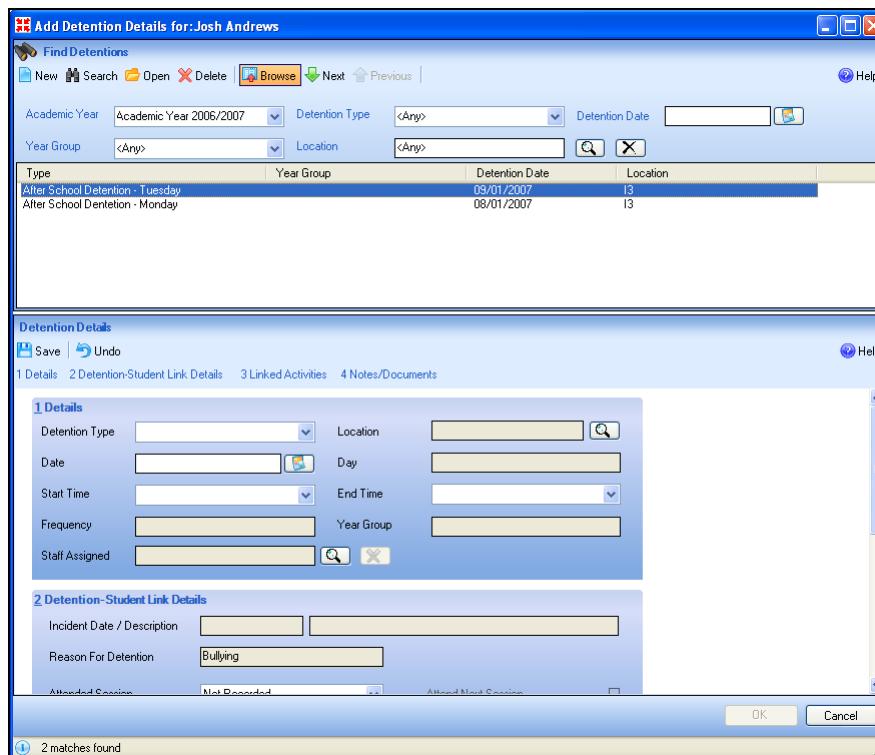
## Recording a detention

These instructions will need to be repeated for each pupil/student who will be given a detention.

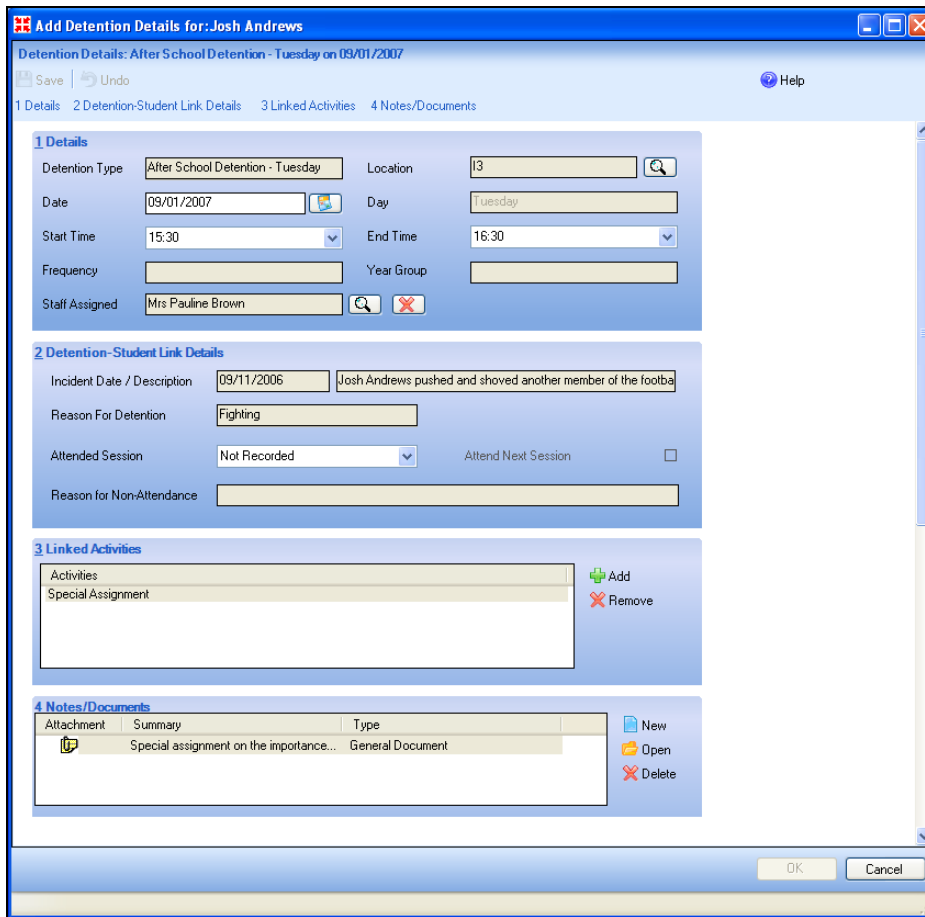
- Click the **Students Involved** hyperlink to display the **Students Involved** panel.



- Highlight the required pupil/student in the list then click the **Detention** button and select **Add** from the drop-down menu to open **Add/Edit Detention Details for:** dialog.



- Carry out a search to ensure that the detention has not already been added (perhaps because other pupil/students were involved in the incident and a detention has already been created for them).
- Click the **New** button to display the **Detention Details** page.

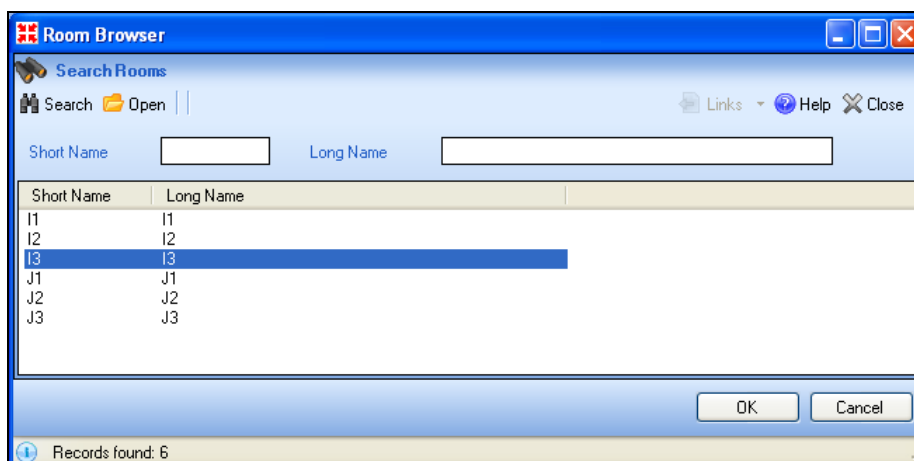


*NOTE: Only the **Date** and **Location** are mandatory.*

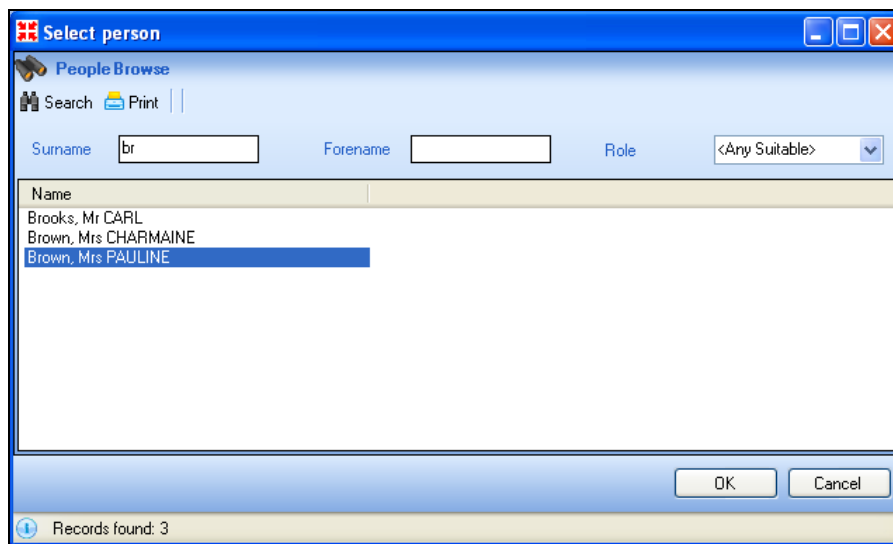
- If required, select a **Detention Type** from the drop-down list, e.g. **After School Detention – Tuesday**. If a Detention Type has been selected, any existing information in the Detention Type will be automatically populated in the **Location, Day, Start Time, End Time, Frequency** and **Year Group** fields.

*NOTE: When adding a detention period it is not necessary to setup Detention Types, as this may not be appropriate for the detention periods operated by your school. Any detention added without a Detention Type this way will be displayed as <unscheduled detention> in the **Find Detentions** browser.*

- Specify the location of the detention (if not already populated) by clicking the **Browser** button adjacent to the **Location** field to display the **Room Browser** dialog.



7. Search for the required room then highlight the room name and click the **OK** button to select it.
8. Enter the **Date** of the detention or click the **Calendar** button and select the required date.
9. The **Day**, **Frequency** and/or **Year Group** fields will be automatically populated with any information stored for the selected Detention Type. If no Detention Type was selected, these fields will be blank and read-only.
10. The **Start Time** and **End Time** field will be populated with any times defined in the selected Detention Type, but can be amended or added if required by selecting a time from the drop-down list or entering a time in hh:mm format.
11. If required, assign a member of staff to take the detention by clicking the **Browser** button adjacent to the **Staff Assigned** field to open the **Select Person** dialog.

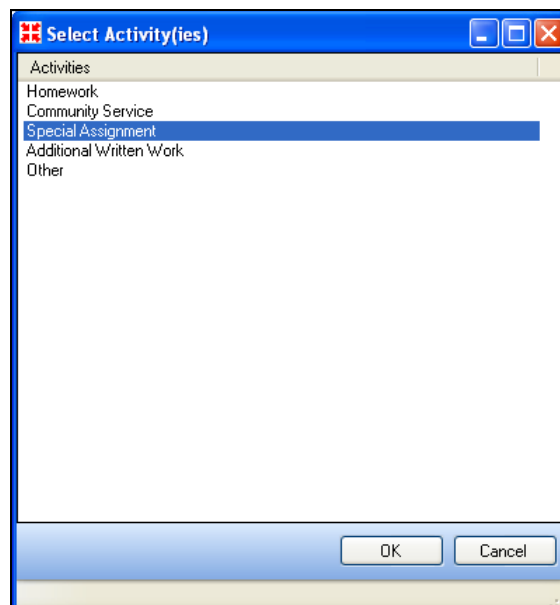


12. Search for the required member of staff, then highlight their name and click the **OK** button to select them.

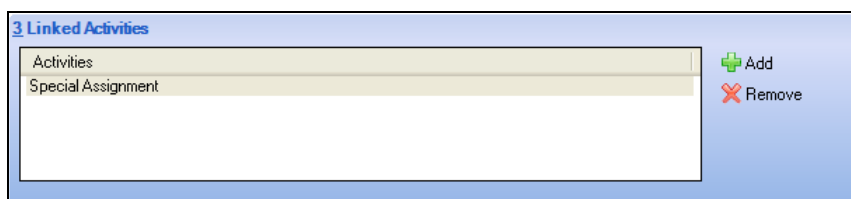
### ***Adding activities to the detention***

During some detentions, you may wish to set specific activities to be carried out by the pupil/student attending the detention. The available activities are set up via the Detention Activity lookup (**Tools | Lookups | Maintain**). For more information, please see the *How to Maintain Lookups help sheet* (SupportNet Resource Number 10588).

1. From the **Linked Activities** panel, click the **Add** button to open the **Select Activity(ies)** dialog.



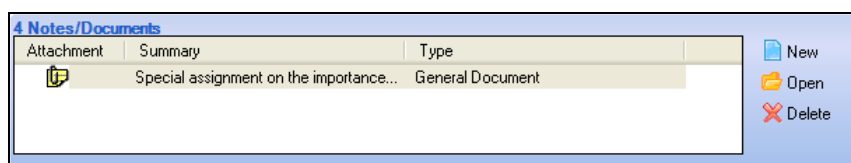
- Highlight the required activity then click the **OK** button to select it (multiple activities can be selected by holding down the **Ctrl** key).



- Repeat for any other required activity.

### ***Attaching notes/documents to the detention***

It may also be useful to attach one or more notes/documents to the detention, such as a copy of a written assignment to be completed during the detention.



For more information, please see the *How to Add Notes/Attach Documents help sheet* (SupportNet Resource Number 9076).

### ***Generating detention letters***

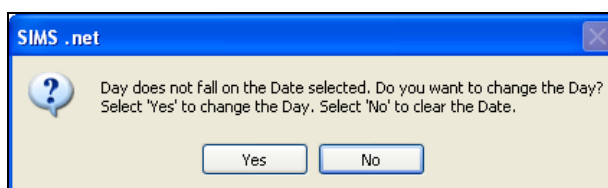
Detention letters can be produced from the **Detention Details** page (via **Focus | Behaviour Management | Maintain Detentions**). For more information, please see the *How to Maintain Detentions help sheet* (SupportNet Resource Number 11184). Alternatively, you can run the **Detention Letter Mail Merge** report which is used to produce letters for multiple pupil/students due to attend detentions within a selected time frame. The report should be run from the reporting area (**Reports | Run Report**).

### **Saving the detention**

- Once all the required information has been entered, click the **Save** button on the toolbar to save the detention.

---

*NOTE: If the **Date** entered does not fall on the **Day** specified in the selected Detention Type, a warning message dialog will appear when the record is saved.*



*Click the **Yes** button to change the day. You must select another date before the record can be saved. Alternatively, click the **No** button to clear the **Date** field and select the correct date.*

- Click the **OK** button to close the **Add/Edit Detention Details for:** dialog and return to the **Behaviour Incident** page.

### **Clearing detentions**

Once a detention has been entered, the pupil/student attending that detention can be cleared as long as the detention has not yet occurred. This process removes only the highlighted pupil/student from the detention.

- Search for the required behaviour incident as described in *Searching for the behaviour incident on page 2*.
- From the **Behaviour Incident** page, click the **Students Involved** hyperlink to display the **Students Involved** panel.

3 Students Involved					
Name	Points Awarded	Year	Reg	House	Details Recor...
Josh Andrews	9	4	4ES		Yes
Annamika Das	7	4	4ES		Yes
Tomislav Cangarilievic	7	4	4ES		Yes
Joseph Jensen	5	4	4SL		Yes
Benjamin Driver	5	4	4ES		Yes
Matthew Chisenga	7	4	4ES		Yes

New

Open

Delete

Detention

- Highlight the required pupil/student then click the **Detention** button and select **Clear** from the drop-down menu.
- A warning dialog will open prompting for confirmation that you wish to delete the associated linked detention. Click the **Yes** button to confirm the deletion.

## Reporting on detentions

Detentions can be reported on using SIMS .net reporting, with a range of pre-defined detention reports available. To see a list of the very latest pre-defined reports, double-click **Reporting Catalogue** in the **Documentation** shortcuts panel.

The following are two examples of some useful detention reports:

### ***Detention Letter & Detention Letter Mail Merge***


These reports can be used to advise parents of a detention. The **Detention Letter** should be run from the **Detention Details** page for single/highlighted pupil/students and produces a report for any pupil/student due to attend the selected detention.

The **Detention Letter Mail Merge** report is used to produce letters for multiple pupil/students due to attend detentions within a selected time frame. The report should be run from the reporting area (**Reports I Run Report**).

---

*NOTE: Schools are advised to edit the letter to their own format and to include a school logo, etc.*

---



**GREEN ABBEY HIGH SCHOOL**  
 Monkmoor Road  
 East Town  
 Eastshire  
 S12 5AP

Tel No: 851234  
 Fax No: 786542

2<sup>nd</sup> June 2006

Mr and Mrs AGATHOCLEOUS  
 12 Ffynnant  
 Roseville  
 Parkshire  
 S122 6UB

Dear Mr D and Mrs G AGATHOCLEOUS,

**Francesca AGATHOCLEOUS      Reg Group: 11E**

It is with regret that I am writing to inform you that due to Disruptive Behaviour which took place on 09 September 2005, I intend to keep your child after school for a period of 30 minutes. This will take place on Tuesday, 02 May 2006 from 00:30 to 01:00 in Drama Studio.

Please can you stress the importance to your child of attending this detention and make alternative arrangements for him/her to return home after the session. I would ask for you full co-operation in this matter.

If there is any reason why your child is unable to attend the detention at this time, please could you inform the school at your earliest convenience?

Yours sincerely

*A Blacker*

A Blacker  
 Headteacher

## Detention Non Attendance Report

This is a report of pupil/students who have been recorded as not attending a detention.

Detention Session Non Attendance							
Name	Reg Group	Year Group	Behaviour Incident	Behaviour Comments	Reason Given For Non Attendance	Attended Next Session	Detention Date
Mark ACKROYD	5DT	Year 5	Bullying	Bullying incident in the Dinner Hall		False	14 June 2006

### For more information, please refer to:

- *Managing Pupil/Students in SIMS .net handbook* (double-click **Managing Pupils** on the **Documentation** shortcuts panel in SIMS .net).
- *How to Maintain Lookups help sheet* (SupportNet Resource Number 10588).
- *How to Set up Behaviour Management help sheet* (SupportNet Resource Number 11175).
- *How to Add a Detention to an Individual Pupil/Student help sheet* (SupportNet Resource Number 11182).
- *How to Maintain Detentions help sheet* (SupportNet Resource Number 11184).
- *How to Add a Behaviour Incident to a Pupil/Student Record help sheet* (SupportNet Resource Number 11178).
- *How to Maintain Behaviour Incidents help sheet* (SupportNet Resource Number 11177).
- *How to Add an Achievement to a Pupil/Student Record help sheet* (SupportNet Resource Number 11180).
- *How to Maintain Bulk Achievements help sheet* (SupportNet Resource Number 11179).

For access to all available help sheets, please click **Documentation** on the SupportNet home page (<http://support.capitaes.co.uk>), then select **Help Sheets** from the **Categories** drop-down list.

### Training courses

For information on training courses, please contact your SIMS Support Provider.

### Providing feedback on this help sheet

If you have any suggestions or comments about this or any of our other help sheets, please email [helpsheets@capita.co.uk](mailto:helpsheets@capita.co.uk).

### Help sheet revision history

Doc. Version	Change Description	Date
1081-001	Initial Release	02/08/06
0181-002	Removed text which stated behaviour incidents had to be recorded for a detention to be created.	07/01/07