



DETENTION POLICY

Date of review of policy:

September 2023

Date of next review:

September 2024

Review members:

- Ms L Moyo – Head of Academics
- Mr J Smit – Executive Discipline Manager
- Ms L van Vuuren – Head of Human Resources
- Ms K Panayotakis – Academics Co-Ordinator

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 Educators are aware of the actions leading to detention.
- To ensure that all Educators are aware of the procedures to be followed during detention.

3. POLICY PRINCIPLES

3.1 Detention:

- Discipline Managers must set timetables indicating the Educators on detention duty.
- One educator per 25 learners should be on detention duty.
- Detention will take place on Friday afternoons after school for a duration of 2 hours.
- Detention for Foundation Phase learners will be on Thursday afternoons after school for a duration of 1 hour.
- In the event of long weekends and public holidays, detention must be held on a Thursday afternoon after school for a duration of 2 hours.
- Detention must take place in the classrooms of the educators on duty or in the school hall.
- Parents must be informed that their child is required to attend detention via SMS/email/d6 Connect and a Notice of Detention letter from the d6 Plus system.
- Parents must be informed that their child is required to attend detention at least two days prior to the day of the detention.
- Learners in Grade RR to Grade 3 do not sit detention on Fridays but during Thursday afternoons.
- The conduct list should be attached to the letter to parents.
- Intermediate Phase and High school learners do not attend detention in the same venue.
- Exam conditions must be adhered to during detention.
- Learners must be kept busy with written work e.g. writing out of the school rules, the Royal Schools oath, an essay regarding their transgression etc.

- The Discipline Manager should send a list of the names of all learners who should attend detention to the Educator on duty on the day before the detention.
- A register should be kept of all learners attending the detention.
- The register should be returned to the Discipline Manager by the Educator on duty on the following school day.
- The Discipline Manager should retain the register in a file.

3.2 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.

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

- The parent must submit a letter/e-mail to the Discipline Manager indicating the reasons for the learner not being able to attend (this must be done at least a day before the detention).
- The Discipline Manager should evaluate the merits of the request and should notify the parent in writing of the following date of detention on the standard format.

3.4 Where a learner neglects to attend detention:

- The learner will receive a demerit/violation and the parents will be informed.
- The learner will have to attend the next detention.
- If the learner bunks two detentions, a disciplinary discussion will be held with the parent(s).

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.