



Pensby High School
Irby Road, Heswall, Wirral.
CH61 6XN

T 0151 342 0570
F 0151 342 0571
E schooloffice@psf.wirral.sch.uk
www.pensbyhighschool.org

Headteacher: Mr K Flanagan

20 October 2020

Class Charts – Rewards, Sanctions & Detentions

Dear Parents and Carers

The purpose of this letter is to remind parents / carers about how rewards, sanctions and detentions operate at the school. There have not been changes to the systems and this letter is simply a reminder about the importance of the 'Class Charts' system and its role in communicating with home.

The school operates a system called Class Charts. This allows you to monitor your child's rewards, any behaviour issues. The Class Charts App is available for iPhone or Android devices and is free of charge.

When you have downloaded the app you will need a unique access code so you can log into your child's information. We will post your access code to your home address if you email the school office (you can ask for your access code by emailing the schooloffice@psf.wirral.sch.uk and mark it for the attention of Ms A Layden – please also give us your child's name and form).

The school detention system.

We would like the use of Class Charts to be a positive experience where you can encourage your child and celebrate the rewards they have received.

The overwhelming majority of students at Pensby High School behave well and never receive any detentions. We want to make sure that the few that do receive detentions do not take up a disproportionate amount of time and resources from those who don't, this is reflected in how our detention system works.

How the detention system now works at Pensby High School is described below:

1. All pupils at Pensby High School operate to the same rewards and sanctions policy which includes detention after school with 24 hours notice. There are no exceptions to this core policy of the school, a copy of which is available on the school website (<http://www.pensbyhighschool.org> → 'About' → 'Policies and Procedures').

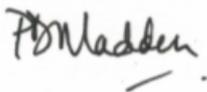
2. In the first instance the teacher placing the child on detention tells the child they are on detention, when the detention is and the reason for it. It is the responsibility of the child to write this in their student planner and tell their parents / carers when the detention is after school.
3. The Class Charts system will automatically send home an email informing parents of the detention, provided Class Charts has been activated by the parents. Parents may also use the class charts 'app' if they so wish. The school will not enter into any other arrangements for communicating detentions.
4. Class Charts will detail the date and location of the detention, the teacher and when the detention was given, a reason may also be given.
5. In addition all detentions given on 'Class Charts' will be published on the detention noticeboard in the pupil entrance by a member of the pastoral team. Detentions for the following school day will be on the noticeboard before 9 a.m.
6. If a pupil has missed a detention of any type (for example because they have forgotten) it is their responsibility to find out from the detention noticeboard when their escalated detention is taking place. Again you will receive an email notifying an escalation. If a pupil misses a detention because they are absent from school through illness it is their responsibility to see the member of staff who issued the detention to re-arrange the detention.

I know that many students and parents worry about the 'detention system' but I have to say again, the vast majority of our students don't get detentions. We are very lucky to have students who want to learn, have positive relationships with the staff and peers and get the best they can from education.

The school's simple detention system ensures that staff time is not wasted chasing up a few students and that their time is spent on the majority who do not receive detentions. The support of home regarding detention is a vital part of every child learning to take responsibility for their own actions.

As ever your support is the key to building a school that works to support those who want to learn and we are very grateful for this.

Yours sincerely



Peter Madden
Deputy Headteacher

Pensby High School Detention System Procedure

- 1) All detentions given on 'Class Charts' will be published on the detention noticeboard in the pupil entrance by a member of the pastoral team the day before the detention is due. Detentions for the following school day will be on the noticeboard before break.
- 2) The class teacher places the child on detention and records this on Class Charts (giving 48 hours' notice of the detention if it is after school).
- 3) In the first instance the teacher placing the child on detention tells the child they are on detention and when. It is the responsibility of the child to write this in their diary and tell their parents / carers when the detention is after school.
- 4) The Class Charts system will automatically send home an email informing parents of the detention providing an email address has been given to the school (parents may also use the Class Charts 'app' if they so wish). **The school will not enter into any other arrangements for communicating detentions.**
- 5) If the detention is at break or lunchtime and the child does not attend, then the class teacher should give an after school detention.
- 6) If the detention missed was an after school detention then the class teacher should escalate this to an HOD (Head of Department) detention. Entering this onto class charts will generate an email home informing the parent of the detention. The pupil will find out the date of their detention from the detention noticeboard.
- 7) When the appropriate detention is an HOD detention this will normally be on a Thursday. However, the HOD in consultation with their team can use any night of the week they choose.
- 8) If the pupil does not attend the HOD detention then they are placed on an SLT detention on Friday until 4.45 p.m.. **The HOD is responsible for doing this.** Again an email is sent home automatically informing parents of the time and date of the detention.
- 9) **Once a pupil has missed a detention of any type it is their responsibility to find out from the detention noticeboard when their escalated detention is taking place.**
- 10) Missed SLT detentions will follow the existing procedures from the behaviour policy (i.e. in Inclusion Unit the next day they are in school).