



TRADITION • INNOVATION • COMMUNITY • ACHIEVEMENT
Dear Parent/Carer 11th March 2015

I am writing to clarify our detention system at Frances Bardsley Academy. Please take the time to read the information below carefully.

Detentions are one of the main sanctions available for staff at Secondary School to use for behaviour incidents such as punctuality issues, disruption to lessons, failure to bring equipment or hand in homework on time etc. Detentions will be issued by a number of staff following our detentions guidance document. Please see attached our flow chart to show clearly how sanctions will be escalated if your daughter chooses not to attend the relevant detentions set. Please also note the following important points:

- 1) Failure to attend detentions will always result in a longer, more serious detention being issued.
- 2) The school has no legal obligation to inform parents of detentions (please see <https://www.gov.uk/school-discipline-exclusions/discipline> for reference), however, we will issue stickers in the back of the student planners and/or make phone calls home most of the time as a courtesy to you as a parent. If a student refuses to accept the sticker from a member of teaching staff, a verbal reminder is enough for us to enforce the detention.
- 3) We cannot take after school clubs or other social activities of the student into consideration when setting detentions. The only valid reason for deferring a detention is a previously arranged medical appointment. Please provide proof of the appointment when asking for the detention to be deferred.
- 4) As a reminder, when joining the school, your daughter has signed our home school agreement to say that she will:
 - Arrive punctually every day
 - Follow the school's code of conduct

You have signed the home school agreement to say that you will:

- Send your child to school regularly, on time every day
- Support the school and its policies as fully as possible

This means that we expect your full support of sanctions imposed by our staff and your daughter's attendance to detentions. If you would like to remind yourself of the home school agreement please refer to our website under 'Information' – 'School Policies' – 'Home School Agreement'.

If you have any further questions please do not hesitate to contact me via e-mail on kgeilen@francesbardsley.havering.sch.uk or speak to student services for clarification.

Yours sincerely

Miss K Geilen
Progress Manager Year 7
Behaviour for Learning Coordinator

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