

16th October 2019

Dear Parent/Guardian,

Re: Year 7 Detentions after October half term

It is hard to believe that your daughter has nearly completed their first half term at The Holt. It has gone very quickly and it is lovely to see how the students have grown in confidence and are now comfortable in their new surroundings – there are very few lost girls now!

Now that they have had time to adjust to secondary school, we will introduce detentions when they return to school after the October half term on Monday 4th November.

We are keen to emphasise to you and the students that detentions are not a punishment, but a consequence of poor organisation. Being late to registration, not having the correct equipment or forgetting home learning slows down the pace of lessons for the rest of the class and disrupts the teacher's ability to deliver the lesson. As adults, we understand the importance of punctuality and being organised in our workplace; we are training students to take responsibility for themselves and learn the importance of organisation and good time-keeping.

If a child has a lunchtime club that they wish to attend which clashes with a detention, they should come and see me in my office to arrange it for another day within the week. Likewise, should your daughter fail to attend a lunchtime detention after a second warning, the after-school detention can be set for a day when you are able to collect your daughter if she is not able to get home on her own, or if she has an after school club that she needs to attend. You will receive a text message if your daughter has had an after-school detention set.

If a school bus (e.g. Horseman) is late, then students will not have a late detention, as we understand that this is out of their control. However, for public transport late detentions are given, as it is often the case that the student needs to catch the earlier bus or train to make sure she is at school on time. In some circumstances such as train strikes or snow, we use our judgement as to whether or not it is appropriate to issue a detention outside of normal circumstances. If you drive your daughter to school, then it is your responsibility to make sure that enough time is allowed for the journey so your daughter is in her tutor group when the bell goes at 8.40am ready for the school day. We recommend students try to arrive by 8.30am so they have enough time to fill up water bottles, go to the toilet and get the books they need from their locker.

In the detention, students are registered by a member of staff. Students then sit in silence and can read a book or do home learning.

Should your daughter make choices with her behaviour that falls outside of these scenarios, then detentions may be issued in line with our Behaviour for Learning policy.

The Holt Café is still open after lunchtime detentions, so your daughter will be able to go and buy lunch if she has not brought in a packed lunch that day.

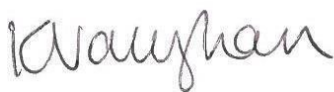
Below is a table of detentions that your daughter may have with an explanation of why they will have received it.

Late to School	10 minutes in S6 with a Head of Year at 1.25pm	Important notices are delivered during registration and assemblies, as well as form activities. It is important that students do not miss out on this part of the curriculum
Forgetting equipment (e.g. book, calculator)	15 minutes in S9 with SLT at 1.25pm	This disrupts the lesson if teachers have to go and find spare equipment for a student – students should make sure they have everything they need when packing their bag the night before
Forgetting Technology Equipment (e.g. cooking ingredients / PE kit)	30 minutes in S9 with SLT at 1.25pm	For these lessons, forgetting equipment has a much greater impact on the student's ability to participate in the lesson so as a result there is a greater consequence
Forgetting Home Learning	30 minutes in S9 with SLT at 1.25pm	Even if home learning has been completed, forgetting to pack it in their bag leads to disruption for teachers when they are trying to mark a class's work and it is not all there
Failure to attend detention after being reminded and having the detention re-arranged	1 hour after school in Holt Building with SLT at 3.30pm	If a student fails to attend a detention, they are reminded and set another date. If they fail to attend this again, parents are notified by text of the afterschool detention. Parents have responsibility to make the necessary arrangements for the student to get home

So far, I have had excellent feedback from teaching staff as to Year 7's behaviour and organisation so I am optimistic that few of your daughters will find themselves with a detention. If they should get a detention, please remind them to be stoic about it and accept it as a consequence and learning point, and not a punishment. If any girls are worried about what happens in a detention, I am happy to take them up to have a look and put their minds at rest!

Thank you for your support with this and please do not hesitate to contact me if you have any further questions.

Yours sincerely,



Mrs Katie Vaughan

Head of Year 7