

AST/SMC

15 November 2019

Dear Parents and Carers

Re: Detention Process at Plume Academy

I am writing to inform you of the changes to the academy's detention process that will be taking place as from **Monday 18 November 2019**. This will see the current paper process updated and replaced with an email in terms of parental/carer communication regarding the setting of a detention and the whole process being coordinated via 'SIMS', our internal management information system.

As a team of staff, we have reviewed the current detention process via our 'Behaviour Working Party' made up of colleagues from across all areas of the academy, have looked to evolve and ensure we are current and up to date in terms of the use of available modern technology and current legislation, whilst endeavouring to be as efficient as we possibly can be at the same time. Our Humanities Faculty, led by our Subject Leader for Geography, Mr McCarthy, have trialed the newly proposed process feeding back extremely positively regarding the success of its implementation with this direct input coming from various members of staff but also members of our student and parent/carer body who have also kindly participated in the month-long trial period.

Mr Wakefield and I have also sort clarification from our legal representatives regarding amending and updating this particular process and in line with the current legislation, we were informed that we no longer need to provide any form of notice period with regards to the setting of detentions. However, we have taken the decision that we want to continue to support and listen to our parents/carers, therefore, we have amended our proposed new process to ensure we continue to notify our parents and carers of any detentions that are set via our InTouch electronic communication system.

The new process will have three stages with the following steps of communication occurring:

Stage 1 Lunchtime detention - This can be set by a classroom teacher and can either be communicated verbally to the student or via a detention slip depending on the teacher's preference.

Stage 2 Faculty after school detention - This will be recorded on our SIMS internal system which in turn will deliver an email to those with registered email addresses or alternatively, via a letter to those parents and carers who do not have access to email. This communication will state the date, time, location, faculty area setting the detention and the reason for the detention.

Stage 3 SLT detention - These will be issued to any student who does not attend a 'Stage 2 Faculty after school detention' or for a higher level of sanction linked to an individual student's behaviour. This will then be set via SIMS and the student's respective parents/carers will again, have this communicated to them via InTouch (or for those without access to email, via letter) to inform them of the SLT detention.

To conclude, whilst this process will remove most of the usual level of contact via the telephone, it will allow staff to ensure consistency on keeping parents and carers informed as well as keeping detention registers and logs aimed at safeguarding our students as best as we possibly can at the same time. The process is also aimed at assisting the academy's staff better utilise their time available whilst again, ensuring our parents and carers remain fully informed of any detentions put in place for their son or daughter.

This new detention process will start whole academy as from **Monday 18 November 2019 until Friday 31 January 2020** after which the academy will review the process, seeking the input all three sets of stakeholders once again and, if deemed necessary, making any required amendments prior to making it a permanent procedure after doing so and by **Monday 24 February 2020** at the very latest.

Should you wish to discuss any aspect of this proposed new process, do not hesitate to contact me via a.stoneman@plume.essex.sch.uk as the input, thoughts and views of any parental/carers taking the time to do so will always be duly noted and responded to.

Yours sincerely



Mr A Stoneman
Assistant Vice Principal – Director of Fambridge Road Campus