



**PINELANDS HIGH SCHOOL**  
**DETENTION FOR ACADEMIC, RULES**  
**AND UNIFORM DEFAULTERS**

**Principle**

The Detention Class is intended to punish any learner whose actions violate the spirit or the letter of the School's Codes of Conduct. It is essential, therefore, that each member of staff understands the Codes and is familiar with the three levels of offences in the General Code of Conduct as well as their respective punishments.

Detention is recognised as a serious punishment and aims to correct wrong behaviour and to encourage good manners, consideration and self-discipline. Should a teacher repeatedly feel the need to place a particular learner into Detention, it is time for the teacher to address the situation more seriously with the assistance of the learner's Tutor and / or Grade Head.

**1. Detention Organisation**

- 1.1 One teacher is in charge as the Head of Detention.
- 1.2 Detention Classes are on Monday, Tuesday (Juniors) from 15:10 to 16:15 and Wednesday, Thursday (Seniors) from 15:10 to 16:15.
- 1.3 Friday Evening Detention generally sits on alternate Fridays from 19:00 to 21:00 (in full school uniform). (see allocation of dates and names issued in January)
- 1.4 There are two teams on duty:
  - 1.4.1 Afternoon DT Head of DT, two Custodians (and two Prefects), allocated teacher on duty
  - 1.4.2 Friday DT Each allocated teacher is on duty one Friday in the year (two per session)
- 1.5 A DT Custodian is in attendance at the start of each afternoon class to complete the day's administration. The allocated teacher is to supervise and maintain discipline, assisted by the Head of DT where necessary. The allocated teacher must remain on duty until the last person is dismissed. The Detention room is not to be left without a staff member present.

**2. Detention Policy**

- 2.1 No defaulter may be put in DT on the day of the offence.
- 2.2 All learners have school diaries and the onus rests with each learner to record detention dates.
- 2.3 All uniform and appearance defaulters may be put into DT.
- 2.4 Bad classroom behaviour should be dealt with by using 'the Cooler'. Consider Detention only when the infringement clearly does not warrant the learner being sent to the cooler.

- 2.5 Work-related problems must be solved by the teacher and the learner, but third time defaulters may be put into DT.  
NB: If a learner is placed in Detention three times for work related problems, i.e. nine defaults, then it is obvious that DT is not serving any purpose and the teacher must approach the learner's parents to solve the problem.
- 2.6 Forgotten or late slips: Give the Classroom Code of Conduct to copy; if slips not returned by the third day after due date - DT.
- 2.7 Lateness: Late twice without a satisfactory note from parents - DT.

### **3. Procedure for Afternoon Detention**

Steercom's instruction is that the options of either using a paper-based DT slip system or entering defaulters online must be allowed.

- 3.1 The defaulter must agree to the date for DT and sign the DT slip or register.
- 3.2 The teacher putting the defaulter into DT must
- Enter the name into the detention file or complete the DT slip and place it in the Head of Detention's pigeon hole (or box marked DT)
  - Enter the offence
- 3.3 The defaulters must report to the DT room immediately after school where the Custodians and Head of Detention will check the roll of defaulters and give the allotted work or writing out or school service (which may include activities like window-cleaning and sweeping).
- 3.4 All written exercises must be completed in the allotted time.
- 3.5 The teacher on duty will sit with the defaulters and remain with them until they have completed the work and, if necessary, made up time for arriving late, i.e. DT duty may not take longer than one hour.
- 3.6 The rule of silence applies in the Detention Class and it is the responsibility of the Duty Teacher to maintain this. Learners who do not behave appropriately may be given another DT for such behaviour.
- 3.7 A defaulter will be excused from DT if the Head of Detention is shown an appropriate letter from his or her parents. The Head of Detention will arrange a new date with the defaulter.
- 3.8 A list of names is put up to inform learners that they are in DT and parents may be informed by SMS. All defaulters know to enter the date in their diaries when DT is given; there is no excuse for failing to report for Detention. Failure to attend will earn the defaulter a Friday Detention.
- 3.9 A defaulter who is up to 15 minutes late may be punished at the discretion of the Head of Detention. Any defaulter who arrives more than 15 minutes late will sit the remaining time but an extra DT class will be given by the duty teacher.

### **4. Repeated Detention Defaulters**

- 4.1 Any learner given detention three times will take home a letter informing his or her parents of the developing pattern of behaviour and that a Friday Detention has been given as punishment.

- 4.2 Should a defaulter be given a second Friday Detention, the matter will be passed to a Deputy Principal or the Principal and a disciplinary hearing may ensue.
- 4.3 There will be no 'term' limit on the procedures but if a reasonable time passes between offences, the Head of Detention may give the defaulter a 'clean slate' at his/her discretion.

**5. Friday Evening Detention, 19:00 to 21:00**

- 5.1 In the week before the Friday, the yellow letter informing the parents or guardians will be given to each defaulter by the teacher in charge of Friday Evening Detention. The letter contains a reply slip which is to be handed to the teachers on duty.
- 5.2 The venue will be the first classroom in the Accounting corridor, but defaulters will be met in front of the main entrance before 19:00 by the duty teachers.
- 5.3. A list of defaulters and instructions for the class will be given to the duty teachers after school on the Friday Afternoon.
- 5.4 Each defaulter is expected to:
  - 5.4.1 Attend in school uniform
  - 5.4.2 Provide any stationery needed for the copying exercise
  - 5.4.3. Complete any writing punishment in the allotted time
- 5.5 Friday Evening Detention is the most serious form of punishment the school may give before referring to the Governing Body Disciplinary Sub-Committee. The latter's role is to determine serious misconduct as defined in the S.A. Schools Act. If serious misconduct has occurred, suspension from school or a recommendation for expulsion are the only possible alternatives for the sub-committee.
- 5.6 The rule of silence applies in the class.
- 5.7 The duty teacher will check the attendance and, after 15 minutes, telephone the parents of absent defaulters. The Head of Detention must be informed at 8.00 a.m. on the Monday following the Detention about attendance problems. Details will be given to one of the Deputy Principals or the Principal for further action, which may include suspension.

**A RYAN**  
**CHAIRPERSON**

**A D REELER**  
**PRINCIPAL**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_