



Wednesday 16th October 2019

Dear Parents,

Detentions to be Administered via ClassCharts

Now that ClassCharts has become our primary channel of communication with parents and students, we are evolving some of our existing systems to take advantage of its capabilities. After half term, parents and students will be notified by ClassCharts in cases where a detention has been issued.

Only parents who have signed up to ClassCharts will receive this notification and the associated email notification. It is, therefore, imperative that you have undertaken this process using your Parent Code; a reminder of which was sent by email last month. If you need any further assistance getting started with ClassCharts, please feel free to contact the school and we will find some time to talk you through the process.

Parents and students should also be aware that ClassCharts will automatically upscale detentions in cases of non-attendance:

- Four behaviour warnings within a one week period will automatically place students into the next available SLT detention.
- Students who are removed from class will automatically be added to the next available lunchtime detention.
- Missed lunchtime detentions will automatically be escalated to after school detentions.
- Missed after school detentions will automatically be escalated to the next Friday's SLT detention.

Should parents have any queries about a detention, the existing process should be followed. The Head of Faculty will be happy to discuss the matter further, should you request a call back via the main school office. I hope that further streamlining our communication in this way results in a more manageable process by which parents, students and staff are all as well informed as possible.

Yours faithfully,

Mr T McLardy

Mr T McLardy

Assistant Headteacher - Curriculum and Assessment

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