



**St. Colman's College**

**Detention Policy**

**March 2022**

## **Mission Statement**

Coláiste Cholmáin, a Catholic Voluntary Secondary School for boys only, aims to be a Christian community which respects all members of staff and nurtures each and every student to achieve maximum potential and to develop the whole person within a caring and respectful school.

This policy has been developed in line with our mission statement which has the care of students at its core. The school believes that respect for the individual is essential to the smooth and efficient running of a school where effective teaching and learning can take place and individual students are supported in achieving their full academic and personal potential. We strive to achieve this in a healthy, safe and inclusive environment where learning is valued and the rights and responsibilities of all are respected.

## **Rationale**

As our Code of Behaviour and Responsibilities states "There will be occasions when a student falls short of our agreed expectations of being respectful, responsible and ready. The process for responding to cases like these is called our "Ladder of Referral". Please see Code on our school website. A student may move up the Ladder of Referral if they do not adhere to the Values of our Learning Charter or our Code of Behaviour and Responsibilities. However, by following the Code and showing a willingness to live out the values of our Learning Charter, at every stage students may have the opportunity to move back down the ladder of referral and achieve a clean slate." Sanctions such as Weekday Detention and Saturday Detention apply where students misbehave, show disregard for the Learning Charter and break the school rules as laid out in our Code of Behaviour.

### **Policy & Rules on Weekday Detention:**

1. Weekday detention will be held at lunchtime on three occasions per week as specified by the Principal.
2. Detention will be held for the duration of the lunchtime and will be held in a specified classroom. Students will finish 5 minutes before the start of the next class.
3. A teacher will supervise the students on detention.
4. The Principal/Deputy Principal, the Year Heads and the teacher in charge of Junior/Senior Diaries/Journals are authorised to impose a weekday detention.

5. Students may not complete homework within this time but will be allocated work to be completed by the teacher in charge.
6. Students **must** bring their class diaries/journals to detention as they must be stamped by the teacher in charge.
7. Students must report on time for detention. If the supervising teacher is unforeseeably detained for detention the student must wait outside the specified room until the teacher arrives or until the detention period ends.
8. Failure to arrive on time and failure to remain outside the room until the teacher's arrival (or the end of detention) will lead to the imposition of a further weekday detention and a repeat if necessary.
9. Where a student does not turn up for detention on a specified day, without legitimate excuse, he will receive a Saturday detention.
10. Where a student is put on weekday detention for three days cumulatively he will receive a Saturday detention.
11. Where a student, who has been put on detention for a specified day, is absent from school, is taken from school by his parent/guardian with the permission of the Principal or other staff member, has the permission of the Principal/Deputy Principal/Year Head to miss detention, or has another legitimate reason for missing detention, he **must** attend detention the next day he is in school. Failure to turn up on that occasion will lead to a Saturday detention being imposed. It is not the responsibility of management or staff to follow up the student and ensure he carries out his obligation.
12. If a student who is put on detention on a particular week is also on clean up duties for that week, it is recommended that he be allocated detention the following week or at another time subject to the discretion of the Year Head.
13. The student's obligation continues from one academic year to the next.
14. These rules are not exhaustive and management reserves the right to amend or add to these rules at any time in the interest of good order and discipline. Parents' Council and Students' Council will be consulted as soon as is practicable after any emergency change or amendment.

### **Policy on Saturday Detention**

- The Principal, the Deputy Principal, Year Heads and Journal Coordinators are delegated the power by the Board of Management to put students on Saturday Detention. They will at all times use their reasonable judgment and will endeavour to ensure that this and other sanctions are imposed fairly and will abide by due process and fair procedures. The Principal/Deputy Principal should consult with individual Year Heads when applying the sanction to ensure that it is the proper sanction in the circumstances and that data on student behaviour will be centrally stored.
- The Deputy Principal will monitor the running of the system and will review it annually.

- Saturday Detention is run on a voluntary basis and teachers who volunteer to supervise will be called upon on a rotational basis. Teachers may agree to change their allocated day with other teachers on an informal basis.
- The Principal, the Deputy Principal and two or three other local members of staff will agree to make themselves available to assist the supervising teacher in an emergency situation. They will provide their mobile phone numbers to teacher supervisors.
- Saturday detention does not replace in any way the existing sanction of suspension and is not a sanction to be surpassed before suspension is sanctioned.

### **Saturday Detention Rules:**

1. Saturday detention will be held from 9am to 11am when deemed necessary by the Detention Coordinator during the school year.
2. The school reserves the right to reschedule a Saturday detention at short notice and reserves the right to amend or add to these rules in the interests of good order and discipline.
3. The School's Code of Behaviour and Responsibilities and the general principles of classroom etiquette will apply to Saturday detention but specifically, eating, sleeping or resting one's head on a desk will not be tolerated.
4. Certain behaviours which may warrant a Saturday detention are outlined in the Ladder of Referral, however a Year Head, the Principal and the Deputy Principal may impose a Saturday detention for any repeated low-level misbehaviour and/or serious once off misbehaviour, that may not warrant a suspension, as sanctioned by the Code of Behaviour and Responsibilities.
5. If a student fails to co-operate/ behave and sufficiently engage with the task allocated by the supervisor the detention will be repeated and the student will be reported to the Year Head/Deputy/Principal and further sanctions will be imposed.
6. Where a student is put on weekday detention for three days cumulatively he will receive a Saturday detention.
7. Where a student is put on Saturday detention for three days cumulatively he will receive a one-day suspension during the following week.
8. Missing a Saturday detention or refusal to do a Saturday detention will mean the imposition of a one-day suspension during the following week.
9. Where a student is late for Saturday detention, either a Weekday detention or another Saturday detention will be imposed, depending on the extent of the lateness involved. It is recommended that a Weekday Detention be imposed for any lateness less than 10 minutes and a Saturday Detention for 10 to 30 minutes. Any student who is more than 30 minutes late for Saturday Detention will be regarded as having missed detention and will be penalized accordingly.
10. Parents will be notified of the Saturday detention, by text and by post, as soon as possible. The parent will be issued a **Saturday Detention Notice** with the date of the assigned Saturday Detention.

11. The Detention coordinator will inform student verbally of the Saturday, will request him to note it in his diary/journal and will tell him to discuss the suspension with his parents.
12. If the student fails to comply with Saturday detention and any consequent sanctions after being given a reasonable period to so comply, he excludes himself from school until the obligation is fulfilled.
13. Saturday detention may only be postponed under exceptional circumstances. A doctor's certificate will be required in the case of illness.
14. If none of the students assigned Saturday detention on a particular day arrive within thirty minutes of the beginning of the detention period then the supervisor may leave the school/detention hall and their responsibilities are ended for that day. If a student/s arrive after the expiry of the thirty minutes, it is then the responsibility of the parents/guardians that the student/s are not left unattended on the school grounds and is/are transported home.
15. Students may not complete homework within this time but will be allocated work to be completed by the teacher in charge.
16. The student's obligation continues from one academic year to the next.
17. The student must attend Saturday detention in full uniform as per school policy on school uniforms.
18. Access to detention on Saturday is through the main gate and front door only.
19. Parents/guardians are responsible for delivering the student on time to the school for detention and for collecting them on time afterwards. At no time and under no circumstances will school management or supervising staff be responsible for ensuring that the student is supervised before or after Saturday detention or transported home or to another place. Students must be collected immediately after detention ends.
20. Only a short toilet break will be allowed during detention.
21. These rules are not exhaustive and management reserves the right to amend or add to these rules at any time in the interest of good order and discipline. Parents' Council and Students' Council will be consulted as soon as is practicable after any emergency change or amendment.

This policy was ratified and adopted by the Board of Management on

26/05/2022

Signed: Christina Bayle  
 Chairperson

Date: 26/05/2022

Signed: [Signature]

Date: 26/5/2022