



COREEDUCATION

EVERY CHILD MATTERS

DETENTION POLICY

Date of review of policy:

September 2025

Date of next review:

September 2026

Review members:

- Ms L Moyo – Head of Schools
- Mr J Smit – Head of Discipline
- Ms K Panayotakis – Academics Co-Ordinator

1. POLICY STATEMENT

The policy sets out the procedures to be followed during detention.

2. POLICY OBJECTIVES

- To ensure that detention is used as an effective and efficient means to instil discipline.
- To ensure that all Educators and parents are aware of the actions leading to detention.
- To ensure that all Educators and parents are aware of the procedures to be followed during detention.

3. POLICY PRINCIPLES

3.1. Detention:

- Discipline Managers must set timetables indicating the Educators on detention duty.
- A ratio of one educator per 25 learners should be on detention duty.
- Detention will take place on Friday afternoons after school for 2 hours.
- Detention for Foundation Phase learners will be on Thursday afternoons after school for 1 hour.
- In the event of long weekends and public holidays, detention must be held on a Thursday afternoon after school for 2 hours.
- Detention must take place in the classrooms of the educators on duty or in the school hall.
- Parents must be informed that their child is required to attend detention via email/d6 Connect and a Notice of Detention letter.

- Parents must be informed that their child is required to attend detention at least two days before the day of the detention.
- Learners in Grade RR to Grade 3 do not sit detention on Fridays but during Thursday afternoons.
- The conduct list should either be attached to the letter to parents or emailed to them.
- Intermediate Phase and High school learners do not attend detention in the same venue.
- Exam conditions must be adhered to during detention.
- Learners will be kept busy with constructive activities during detention which includes:
 - Reflective Writing: Learners may be asked to write about the behaviour and transgression that led to detention, how it affected others, and what they could do differently next time as well as writing out of the school rules.
 - Community Service Tasks: Learners could do light duties like tidying up classrooms, organizing books, or helping with school maintenance—always age-appropriate and non-humiliating.
 - Reading or Study Time: Learners might be required to read educational material or study quietly, reinforcing academic discipline.
- The Discipline Manager should send a list of the names of all learners who should attend detention to the Educator on duty on the day of the detention.
- A register should be kept of all learners attending the detention.
- The register should be returned to the Discipline Manager by the Educator on duty on the following school day.
- The Discipline Manager should retain the register in a file.

3.2.A learner may not:

- Walk around in the detention class.
- Make a noise or disturb other learners.
- Sleep during detention.
- Use their cell phone or tablet
- Talk to fellow learners

Learners who do not behave and/or adhere to the rules during detention will receive a violation/demerit and may have to attend detention again.

3.3. Where a learner cannot attend detention in the session to which he or she has been allocated:

- The parent must submit a letter/e-mail to the Discipline Manager indicating the reasons for the learner not being able to attend (this must be done at least a day before the detention).
- The Discipline Manager should evaluate the merits of the request and should notify the parent in writing of the following date of detention on the standard format.
- According to the LAC:
 - 7.6 The Parents hereby –
 - 7.6.14 confirms that if a parent and/or Learner does not adhere to the consequences of the disciplinary policies of the school, including the requirement for a learner to attend detention outside of normal school hours the admission of the Learner at the school will be terminated as it is seen as an act of breaching the Learner Admission Contract.

3.4 Where a learner neglects to attend detention:

- The learner will receive a demerit/violation and the parents will be informed.
- The learner will have to attend the next detention.

- If the learner bunks two detentions, a disciplinary discussion will be held with the parent(s).

4. AMENDMENTS TO POLICY

The School reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the School or legal developments.