Quick start guide

Getting started with Detentions

Create a detention type

To set up detention types for your school, select Detention Types under the Detentions tab in School Settings.

Click on the Add a detention type button to name a new detention type. Clicking on the pencil icon next to your detention type brings up the Edit detention type menu, where detention details can be defined.

Editing a detention type

Detention type: The name of the detention type.

Detention location: Where the detention will take place.

Detention length: If detention length has been enabled in school settings, this field indicates how long the detention is scheduled for.

Default time: When the detention begins.

Default detention date: When the detention should be scheduled for.

Maximum number of detention type in one day: Tick this checkbox to limit the amount of times a detention type can be awarded per day.

Upscale detention: Tick this checkbox to allow the detention to escalate into to another detention type.
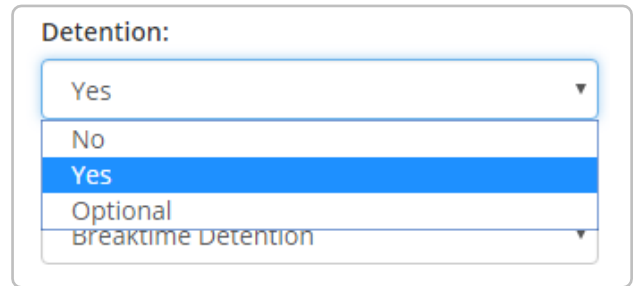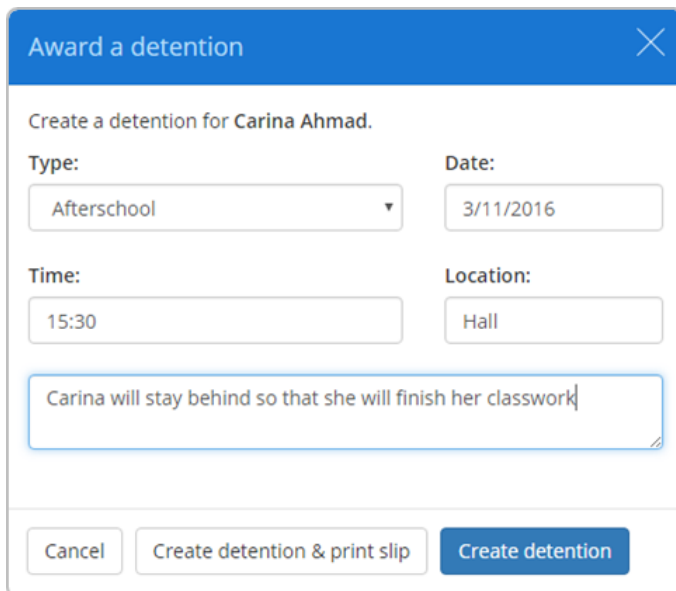
Enabling behaviours to award a detention

You can set up behaviours to award a detention.

To do this, navigate to the Behaviours menu and click on the behaviour you wish to award detentions with. Select Yes or Optional for the Detention setting and then click save.

Detention:

Yes ▼

No
Yes
Optional
Breaktime Detention ▼

Award a detention

Create a detention for **Carina Ahmad.**

Type:
Afterschool ▼

Date:
3/11/2016

Time:
15:30

Location:
Hall

Carina will stay behind so that she will finish her classwork

Cancel | Create detention & print slip | **Create detention**

Awarding a detention

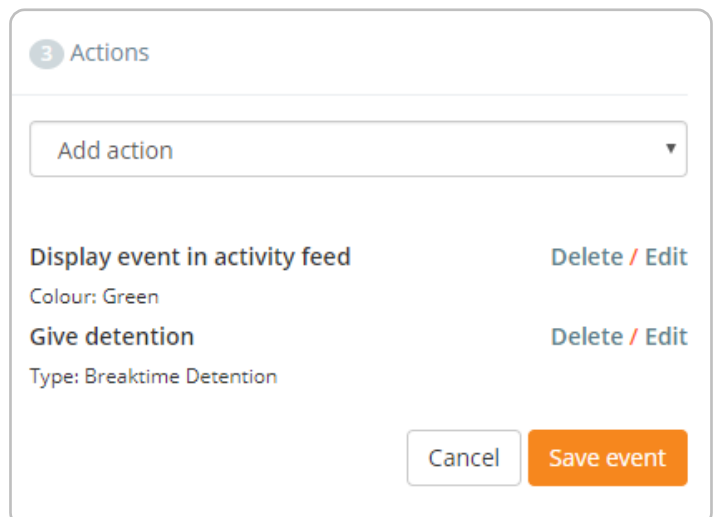When awarding a detention through a behaviour, you will be presented with the Award a detention pop up.

Here, you can select a detention type you've created, alter the details of the detention and add a note. You can also print off a detention slip, which can then be given to the pupil.

Awarding a detention

You can also award detentions though Intelligence Events.

Select Give detention in the Actions column when editing an event and click on the Edit button to specify the detention type.

When a pupil triggers the event, they will receive the detention.

3 Actions

Add action ▼
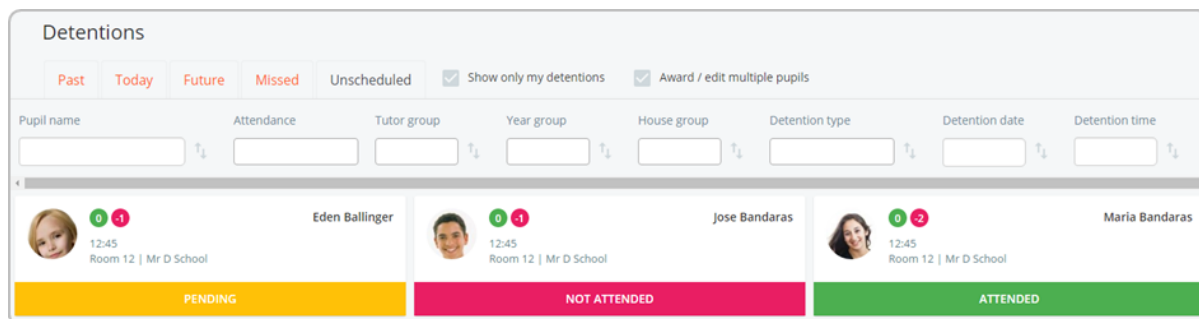
Display event in activity feed   Delete / Edit
Colour: Green

Give detention   Delete / Edit
Type: Breaktime Detention

Cancel | **Save event**

Viewing awarded detentions

In the Detentions menu, you will be presented with the detentions that are scheduled to happen today by default. You are also able to view past detentions, detentions scheduled for the future, detentions that were missed, and detentions that have been awarded but are unscheduled.

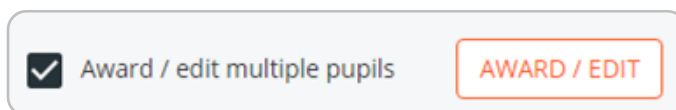You can filter the detentions on display by using the field columns above the pupil tiles to refine your search.
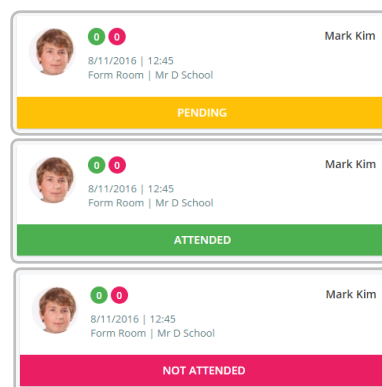

Editing detention details

Clicking on a pupil tile will bring up the details of their detention, which you are able to edit. You can edit multiple detentions at once by ticking the award / edit multiple pupils checkbox, selecting the pupils you wish to edit and clicking the award / edit button.

Marking the outcome of a detention

Clicking on the coloured section of a pupil tile will mark the outcome of the detention. By default this will be set as not attended, unless you have made pending the default detention option in the detentions options menu. To mark a detention as attended, simply click on the bottom of the tile until attended is displayed.

Enabling automatic detention upscaling

Detentions can be automatically escalated to a different detention type if they've been marked as not attended for a set period of time.

To enable automatic detention upscaling in your school, please get in contact with us so that we can change the default detention status to not attended on your behalf.

Detention Upscaling

Next, navigate to the Detention types section of School settings and click on the pencil icon for the detention you would like to set up upscaling for.

In the Edit detention type popup, tick the checkbox labelled tick automatically upscale if missed and select a detention type to upscale to from the Upscale to detention type drop down menu.
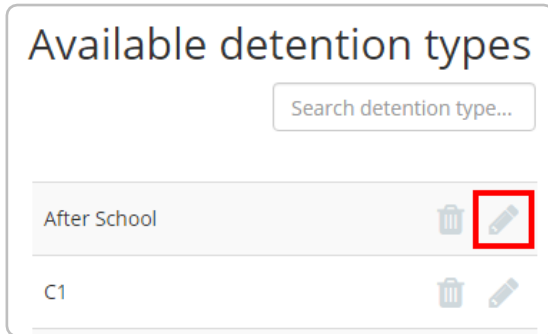
The detention type will automatically upscale to a different detention type if it is not marked as attended after the time period of your choosing. You also have the option to notify members of staff and parents when the detention upscales.

Once upscaled, the original detention will display an upscaled banner in the Detentions menu. The upscaled detention itself will appear in the Detentions menu as a detention scheduled for the new default detention date..

Enabling manual detention upscaling

Alternatively, you can control when detentions are upscaled by enabling manual upscaling. To allow this, please get in contact with us so that we can change the default detention status to pending on your behalf.

Available detention types

Search detention type...

| After School | 🗑 ✏ |
| C1 | 🗑 ✏ |

☑ Allow manually upscaling detention
Upscale to detention type:

Lunchtime detention ▼

Setting up a detention to upscale

Next, navigate to the Detention types section of School settings and click on the pencil icon for the detention you would like to set up upscaling for.

In the Edit detention type popup, tick the checkbox labelled Allow manually upscaling detention and select a detention type to upscale to from the drop down menu shown on the left.
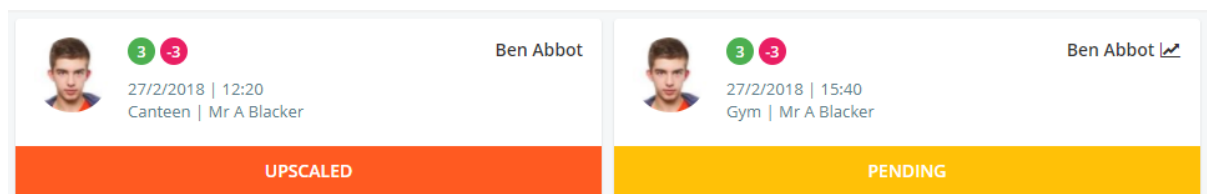
Manually upscaling a detention
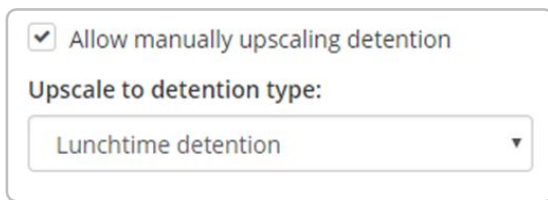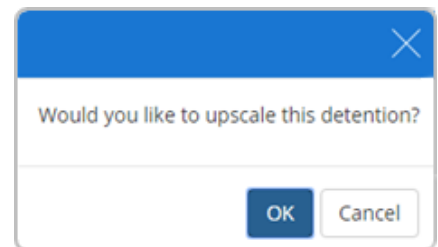
In the Detentions menu, change the detention status of detention until the upscaling pop up confirmation appears. Select OK to upscale the detention.

Would you like to upscale this detention?

OK   Cancel

3 -3	Ben Abbot
27/2/2018	12:20 Canteen	Mr A Blacker	
UPSCALED	

3 -3	Ben Abbot 📈
27/2/2018	15:40 Gym	Mr A Blacker	
PENDING	

The detention on the current page will display an upscaled banner and the upscaled detention itself will appear in the Detentions menu as a pending detention scheduled for the new default detention date.

Notifying parents about detentions

You can inform parents of upcoming detentions for their children via email.

To do this, navigate to the Detention options page and set Email detentions notifications to parents to Enabled.

Email detentions notifications to parents:

Enabled ▼

Email detention note to parents:

Enabled ▼

Email detention behaviour type to parents:

Enabled ▼

☑ Share detention note with parents
☐ Share behaviour type with parents

Sharing detention information

When awarding a detention, staff can choose to share the detention note and behaviour type in the parent notification email, by ticking the respective checkboxes.

In order to allows this, Email detention note to parents and Email detention behaviour type to parents will need to be enabled in Detention options.

Detentions manager

If parent and pupil accounts have been set up, you can provide users with an easy to access page that lists their upcoming scheduled detentions.

To enable this, ensure that Show detention manager to pupils & parents is set to either Enabled, Pupils only or Parents only.

Upon logging in to the parent and pupil apps, users will see a Detentions tab that contains detention information for the relevant pupil.

When viewing a detention, Click on the Details button to display a popup that describes the reason for the detention, the awarding teacher and scheduling information.

TODAY

Breaktime Detention
Room 40
Sean Abbey

Date: 12/10/2017 11:00   DETAILS

FUTURE

Lunchtime detention
Canteen
Sean Abbey

Date: 17/10/2017 13:50   DETAILS

PREVIOUS

Afterschool detention
Room 55
Sean Abbey

Date: 5/10/2017 15:30   DETAILS

Further support

Please do not hesitate to get in touch if you need more support or training. support@classcharts.com

Our Products

www.provisionmap.co.uk

Our system for managing learning plans & provision maps has been carefully designed to assist SEN/ALN Co-ordinators with the management & review of provisions & interventions in their schools.

www.literacyassessment.co.uk

This system quickly assesses the literacy standards of groups of pupils & tracks progress over time.

www.schoolrobins.com

School Robins is a powerful communications tool designed for school leaders. It removes the paper trail of round robins.