



WILLIAM ELLIS SCHOOL
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Dear families,

As the new year begins, it is important that we continue to deliver the best education to your children and that school life carries on as normal, including high standards of teaching and learning in the school and expectations of pupils' behaviour, attendance, uniform, homework and other key aspects of school life.

In light of the impact that the Coronavirus pandemic has had on your children's education we are making some modifications to our detention policy. If a pupil breaches the school's code of conduct the expectation is that, unless the incident is extremely serious, the incident will be dealt with that same day and a same day sanction given. This is because we believe that it is important to draw a line under misbehaviour as soon as possible, as well as avoiding possible escalation of the incident that could lead to a far more serious sanction. Please see below for an update on these changes.

If an incident in class leads to a Level 3 or Level 4 detention, a resolution should take place on the same day with the teacher. In that meeting, the reasons for the detention will be made clear, and the student will have the opportunity to reflect on how the situation can be improved going forwards. This is consistent with school values that place a high value on excellent relationships and support for all students, regardless of their starting points.

L2 Verbal caution with class teacher (This can be up to 15 minutes after school)	This is a verbal caution for a pupil who is affecting the learning of others or has not completed their homework. This caution may be given at the end of the lesson or after school. The school reserves the right to detain a pupil for 15 minutes without notification to parents.
L3 Same Day Detention (35 minutes)	This is a sanction issued for continuation of disruptive behaviour, failure to achieve expected standards or failure to complete homework after a warning has been given. Failure to complete the detention to the required standard will result in the detention being reassigned.
L4 Same Day Detention (70 minutes)	This is a sanction issued for any behaviour that is a continuation of behaviour at an L3 level, being removed from a lesson for disruptive behaviour or failure to attend an L3 detention. Failure to complete the detention to the required standard will result in the detention being reassigned.
Head's detention (2 hours)	A Head's detention runs for two hours (usually on Friday). This detention is assigned to pupils who have breached the behaviour code more seriously or have failed to attend an L4 detention. 24 hours' notice will always be given for this detention.

Same day Level 3 and Level 4 detentions are conducted centrally in the school hall and runs for 35 minutes or 70 minutes depending on sanction (no later than 4:30pm). Parents will be informed of the detention via text at approximately 3:00pm and rearrangements of detention will only be granted in circumstances deemed appropriate by the supervisor of the detention (examples of reasons for rearranging a detention include medical appointments or an external fixture or sporting obligation etc.) Pupils are expected to complete the detention in silence and will be assigned a task by the detention supervisor - these tasks could include lines, revision and homework.

Our aim at William Ellis School is to create a learning environment where it becomes rational to behave well and students learn to make the right decision and learn from their mistakes. Sometimes that decision will be directed using sanctions as a deterrent but far more importantly it will be influenced by great teaching, praise where it is due and above all a warm, caring and positive environment.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Izzy Jones', written in a cursive style.

Izzy Jones
Acting Headteacher