



ClassCharts

Quick start guide

Getting started with Detentions

Add a detention type

Available detention types

Search detention type...

After School



C1



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.

Edit detention type

Detention type:

Breaktime Detention

Detention location:

Room 40

Detention length:

10

Default time:

11:00

Default detention date (weekends excluded):

Today

Maximum number of detention type in one day

Allow manually upscaling detention

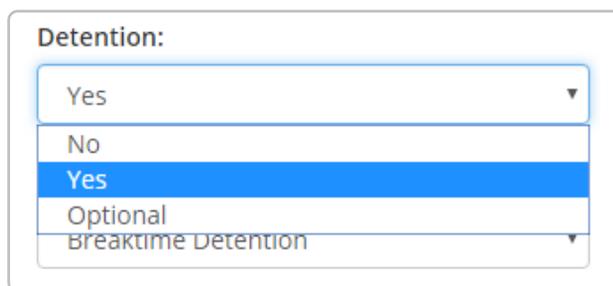
Close

OK

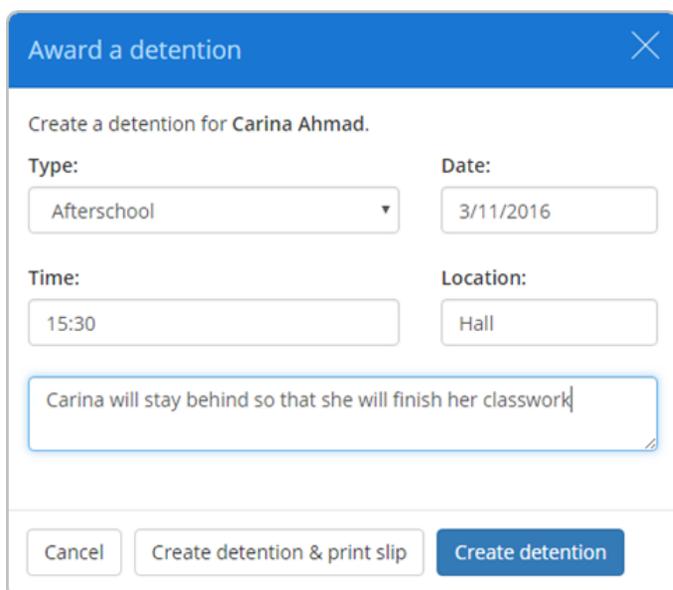
Enabling behaviours to award a detention

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](#).



The image shows a dropdown menu titled "Detention:". The menu is open, showing several options: "Yes", "No", "Yes" (highlighted in blue), "Optional", and "Breaktime Detention".



The image shows a dialog box titled "Award a detention" with a close button (X) in the top right corner. The dialog contains the following fields and buttons:

- Title: "Award a detention" (with close button)
- Text: "Create a detention for Carina Ahmad."
- Type: "Afterschool" (dropdown menu)
- Date: "3/11/2016" (text input)
- Time: "15:30" (text input)
- Location: "Hall" (text input)
- Note: "Carina will stay behind so that she will finish her classwork" (text area)
- Buttons: "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.

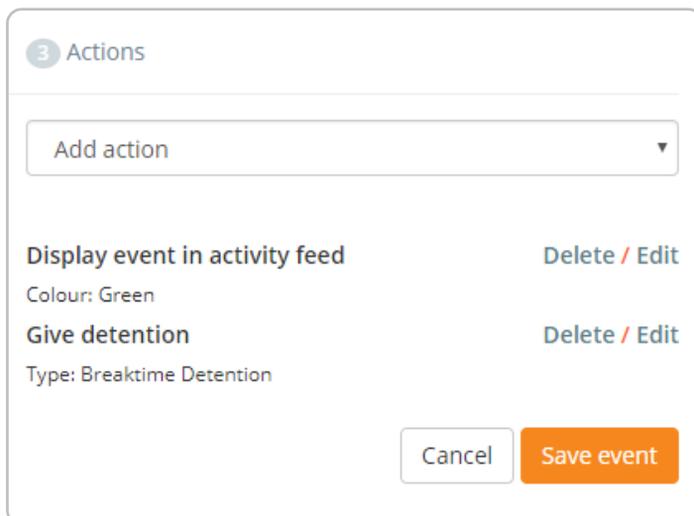
Here, you can select a detention type you've created, alter the details of the detention and add a note. You can also print off a [detention slip](#), which can then be given to the pupil.

Awarding a detention

You can also award detentions through [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.



The image shows a section titled "3 Actions" with a dropdown menu labeled "Add action". Below the dropdown, there are two rows of actions:

- Display event in activity feed** (Delete / Edit)
Colour: Green
- Give detention** (Delete / Edit)
Type: Breaktime Detention

At the bottom, there are two buttons: "Cancel" and "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.

The screenshot shows the 'Detentions' interface. At the top, there are tabs for 'Past', 'Today', 'Future', 'Missed', and 'Unscheduled'. Below these are two checkboxes: 'Show only my detentions' and 'Award / edit multiple pupils'. A row of filter fields includes 'Pupil name', 'Attendance', 'Tutor group', 'Year group', 'House group', 'Detention type', 'Detention date', and 'Detention time'. Below the filters, three pupil tiles are displayed. Each tile shows a pupil's profile picture, name, and details. The first tile for Eden Ballinger is yellow and labeled 'PENDING'. The second tile for Jose Bandaras is pink and labeled 'NOT ATTENDED'. The third tile for Maria Bandaras is green and labeled 'ATTENDED'.

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](#).

This screenshot shows a control bar with a checked checkbox labeled 'Award / edit multiple pupils' and a red-outlined button labeled 'AWARD / EDIT'.

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.

This image shows three vertical pupil tiles for 'Mark Kim' at 'Form Room | Mr D School' on '8/11/2016 | 12:45'. The top tile is yellow and labeled 'PENDING'. The middle tile is green and labeled 'ATTENDED'. The bottom tile is pink and labeled 'NOT ATTENDED'.

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.

Automatically upscale if missed

Upscale to detention type:

Consider missed if not marked as attended after:

Notify parents when the detention was upscaled

Notify teachers via email when detention upscales:

Head of year
 Head of house
 Head of subject
 Form tutor
 Awarding teacher

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 **automatically upscale if missed** and select a detention type to upscale to from the **Upscale to detention type** drop down menu.

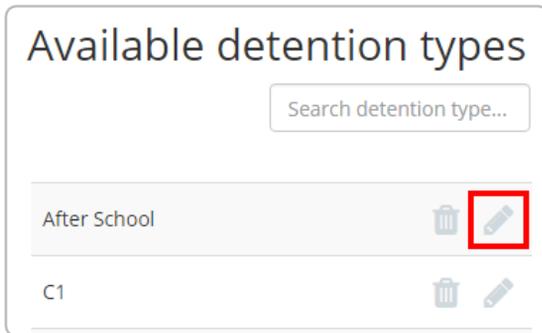
The detention type will automatically upscale to a different detention type if it is not marked as **attended** after the time period of your choosing. You also have the option to notify members of staff and parents when the detention upscales.

 3 -3 27/2/2018 12:20 Canteen Mr A Blacker	Ben Abbot	 3 -3 27/2/2018 15:40 Gym Mr A Blacker	Ben Abbot ✎
UPSCALED		NOT ATTENDED	

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.

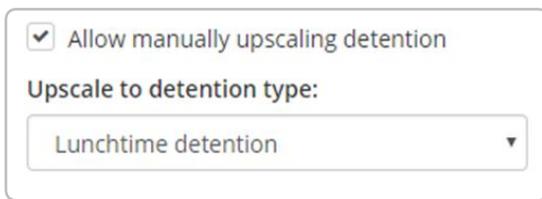


Available detention types

Search detention type...

After School  

C1  



Allow manually upscaling detention

Upscale to detention type:

Lunchtime detention ▼

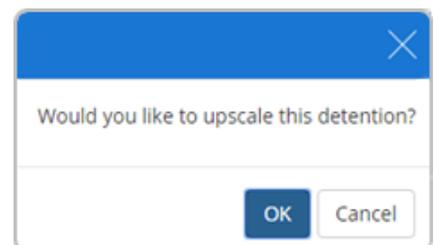
Setting up a detention to upscale

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.

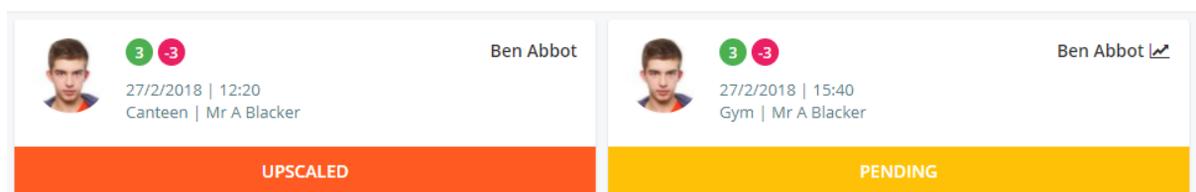
Manually upscaling a detention

In the [Detentions](#) menu, change the detention status of a detention until the upscaling pop up confirmation appears. Select [OK](#) to upscale the detention.



Would you like to upscale this detention?

[OK](#) [Cancel](#)



 <p>3 -3</p> <p>27/2/2018 12:20 Canteen Mr A Blacker</p> <p>Ben Abbot</p> <p>UPSCALED</p>	 <p>3 -3</p> <p>27/2/2018 15:40 Gym Mr A Blacker</p> <p>Ben Abbot </p> <p>PENDING</p>
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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 allow 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

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