

7th December 2020

Dear Parents and Carers,

We are writing to inform you of some important changes regarding our detention systems that will come into effect when the spring term begins following the Christmas break. All detentions will now take place after the school day from 3:05pm – 4:05pm. For detentions logged during periods 1-3, these detentions will take place on the same day, whilst for detentions logged after period 3, the detentions will take place the following day.

At Cottenham Village College we believe that every student should have the right to an outstanding education which allows them to make the expected academic progress. It is important that our students learn in a positive environment, where their successes are celebrated and disruption, of any kind, is kept to an absolute minimum. We believe that this system will ensure that this happens. The system will also aim to ensure that all students who are not completing homework, will be given a chance to do so in a supportive and purposeful environment with access to computers.

To summarise the new system:

- If a student does not meet expectations or fails to complete a piece of homework, this will be logged by the appropriate staff member;
- At around 12:45pm and no later than 1pm each day, e-mails will go out to all parents if their child is in the detention on that day;
- Students will be reminded during the last lesson that they need to attend the detention and the room in which these detentions will be taking place (the main hall for behaviour incidents and the sixth form IT rooms for the homework detention);
- Students attend the detention and are registered on a centralised register;
- Students who fail to attend the detention will be placed into our Internal Exclusion Room the following day and will then complete the detention on that day;
- There will no longer be a lunchtime detention running, although students who are removed for severe disruption to lessons will be placed in the IER for a period covering their next break time and will then also sit the after-school detention.

Transport

Please be aware that we now have bus services departing the college at 4:20pm (Mon-Fri) that serve all the stops of our contracted school buses. These are spacious double-decker coaches with ample space to transport all students in detentions, as well as those in catch-up sessions and extra-curricular clubs when these are running again.

Students do not need to sign up for these buses as they will run automatically and so, during the detention, we will ensure that students know which bus they need to catch, and we will ensure that they board that bus when they leave.

If, following receipt of an e-mail regarding a same-day detention, you wish to collect your son or daughter, rather than them using the bus, please call and let us know and we will make sure that the message is passed on.

Finally, whilst these detentions are in no way optional, and failure to attend them will involve an escalated sanction as detailed above, in the event that a student cannot attend for exceptional circumstances (medical appointment, family emergency etc.), please do inform us before the end of the school day so that we can ensure that the detention is rescheduled for the next appropriate day.

Yours faithfully,



Miss H Cassady
Principal



Mr Nash
Assistant Principal