Learn, Lead, Succeed

Uniform Detention Process for Staff

Secondary (Year 7 - 12)

2025

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UNIFORM DETENTION PROCESS FOR STAFF

Purpose – To establish a consistency re: detention follow-up and practice across Secondary (7-12)

BECAUSE OF FINANCIAL MATTERSof financial difficulties, the HOY will notify the Year level Deputy and seek support – where possible through the Student Services Team. A uniform will be given using existing "spares" or purchase through a financial hardship application to finance.DETENTION NOTIFICATION• Staff issuing detentions for Uniform Infringements a detention has been logged. The instructions for how to record a uniform detention are in appendix 1DETENTION NOTIFICATION• Students who have not gone to change their uniform before class should be sent at the start of class to Terrace 3 or the ULC office. • Detentions must be completed within 1 week. Failure to attend detention will result in a warning	Agreed Fundamentals -					
PROCESS uniform. If there is no uniform available, the staff will issue a uniform pass. 3. The borrowed uniform is returned the next day. UNIFORM DETENTIONS BECAUSE OF FINANCIAL MATTERS If a student and/or parent/caregiver advise a Head of Year (HOY) that uniform concerns are as a result of financial difficulties, the HOY will notify the Year level Deputy and seek support – where possible through the Student Services Team. A uniform will be given using existing "spares" or purchase through a financial hardship application to finance. • Staff issuing detentions for Uniform Infringements MUST notify (verbally in-class) the students the a detention has been logged. The instructions for how to record a uniform detention are in appendix 1 • Students who have not gone to change their uniform before class should be sent at the start of class to Terrace 3 or the ULC office. • Detentions must be completed within 1 week. Failure to attend detention will result in a warning of non-compliance of school policy. Consequence becomes 2 afternoon detentions and further issues will likely lead to a 3 day suspension. DETENTION COMPLETION The Detention Room is open on both campuses at 2 nd lunch (11:20am – 11:50am)		1. Parent writes a note outlining the circumstances why the student is out of uniform				
3. The borrowed uniform is returned the next day. UNIFORM DETENTIONS BECAUSE OF FINANCIAL MATTERS If a student and/or parent/caregiver advise a Head of Year (HOY) that uniform concerns are as a result of financial difficulties, the HOY will notify the Year level Deputy and seek support – where possible through the Student Services Team. A uniform will be given using existing "spares" or purchase through a financial hardship application to finance. • Staff issuing detentions for Uniform Infringements MUST notify (verbally in-class) the students the a detention has been logged. The instructions for how to record a uniform detention are in appendix 1 • Students who have not gone to change their uniform before class should be sent at the start of class to Terrace 3 or the ULC office. • Detentions must be completed within 1 week. Failure to attend detention will result in a warning of non-compliance of school policy. Consequence becomes 2 afternoon detentions and further issues will likely lead to a 3 day suspension. DETENTION COMPLETION The Detention Room is open on both campuses at 2 nd lunch (11:20am – 11:50am)	THE OUT OF UNIFORM	2. Student goes to Terrace 3 (Years 7 – 9) or the office (Years 10-12) before school to borro				
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The Compass Chronicle Detention Log (7-12) is used for uniform infringements and is undated by HC		The Compass Chronicle <i>Detention Log</i> (7-12) is used for uniform infringements and is updated by HOY				
DETENTION LOG (COMPASS) (detentions entered and detentions done)	DETENTION LOG (COMPASS)					
DETENTION LISTS A list of outstanding detentions is posted on a noticeboard weekly.	DETENTION LISTS	A list of outstanding detentions is posted on a noticeboard weekly.				

Plain navy tracksuit pants and trousers are allowed. Similarly plain navy or white undershirts are allowed. Signature sport jackets that have a hood should NOT have the hood on during school time.

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Detention Amount	s 3, 6 and 9 Action Templates				
Detention Amount	Action				
STUDENTS WITH DETENTIONS (0 TO 5)	• Email to student from HOY to check a detention noticeboard	Email Contact - Please be advised that your currently have # detentions outstanding. Please contact HOY if you would like to discuss further or to address an concerns.			
STUDENTS WITH DETENTIONS (6 TO 15)	 Email to parent/caregiver and student from HOY Discussion between HOY and Student Contact/s recorded on One-School 	Email Contact - Please be advised that your child# currently has # detentions outstanding for the term. Please contact HOY if you would like to discuss further or to address any concerns. Regards NLSC. Information Discussion Contact – HOY discussed w/ student their number of outstanding detentions (##); informed student of the process re completing detentions – and the reason they had been issued.			
STUDENTS W/ DETENTIONS (16 TO 30)	 Email to parent/caregiver and student from HOY HOY may wish to call parent/caregiver instead of email contact (at discretion) HOY will CC' Deputy into each correspondence HOY will provide Deputy with list of students with 16 – 30 detentions A behaviour incident is recorded (minor – 'dress code') Contact/s recorded on One-School 	 Email Contact - The Year level team is currently following up on detentions issued for uniform and late-to-school infringements for Term #. STUDENT NAME currently has X detentions outstanding for this term and they are detailed below: [Insert copy of report] It is a requirement as part of the enrolment agreement that was signed that all students arrive on time and wear the school uniform correctly (as outlined in the college Uniform Policy), however if you are able to address any of the above infringements, please reply to this email with your reasons included. Please note, for students to be eligible for specific extra-curricular activities (e.g. SILS, formal etc.), having nil detentions is a requirement for participation. Also, if there is a genuine reason as to why a particular issue is ongoing, can you please contact either myself			
		or the Deputy Principal.			
	 HOY to advise Deputy Principal of students with 31> detentions outstanding 				
STUDENTS W/ DETENTIONS	 HOY to advise Deputy Principal of st 	udents with 31> detentions outstanding			
STUDENTS W/ DETENTIONS (31>)	 HOY to advise Deputy Principal of st Deputy Principal to meet with stude 	_			

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Appendix 1:

Go to the quick action's menu on the RHS and select Chronicle entry

🕽 Compass 🏕 🛗 🔤 🖋 🏢	Search for people, activities and more	0	🔘 Privacy Mode 🛛 Quick Actions 🗸 🔐 🗱
			Create new
	Wednesday, 18 June 2025	· •	Attendance
84	D: Ywar 12 MDR AM Berney Camp	Welrame back, Damient	Arrival
8	am	North Lakes State College	Attendance Note
	830: DIG0718 - (Digital 830: Centificate II Health 830: Years 4-6 Dance Ga Dechnologies) - E 24 - Danusion (VECU) Day Internal VALLDA		Departure
2		You have 2 unmarked rolls	School Activity
10	am	Please click here to view and mark these rolls.	Student Management
11	am de la constante de la consta		Chronide Entry
		There are 16 Attendance Notes that require review.	Chronicle Meeting Fotry Event
12	m	Please click here to review.	
1	m	News (View All) (Saved 0) +	Communication
		Terror Vier All Antendo	Y V Email Newsitem
2			

Select the chronicle entry (if no note it is unapproved and gets -1 point) and tick the article that is wrong in the reason. The student's name is added to the right-hand column

Details Communication	Notification Chain				S	itudents
femplate: *	First Aid	~	Rating:*	Grey 🗸		🕂 Add Students 💦 🔀 Remove Selecte
	Students in CARE Yr 10 - 12					Add other students
	Students in CARE Yr 7 - 9					-
Staff Visibility:	School Letters			~		There are no students associated with this chronicle entry
	'Not Present/Late: Unexplained' Parent Letter			~		chonice entry
Parent/Student Visibility:	Flags Letter			~		
Parents Can Acknowledge	Parent Account Information Letter					
intry:	Surrendered Items					
Date Occurred:	Surrendered items					
	Uniform					
nclude in Pulse:	Detention attended					
	Loaned Uniform Items				-	
nclude entry in Feed:	Truancy Detention					
	Uniform Violation (Approved)				-	
irst Aid Reason *	Uniform Violation (Unapproved)					
	Wellbeing					Add Attachments
	Location example	•			F	ilename
						This chronicle entry has no attachments.
Reason: *	Input additional reason information.					Drag files here to upload.
					N	Notification Chain (i)
						There is no notification chain for this
						chronicle entry