



Uniform Detention Process for Staff

Secondary (Year 7 - 12)

2025



UNIFORM DETENTION PROCESS FOR STAFF

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

Agreed Fundamentals -	
THE OUT OF UNIFORM PROCESS	<ol style="list-style-type: none"> 1. Parent writes a note outlining the circumstances why the student is out of uniform 2. Student goes to Terrace 3 (Years 7 – 9) or the office (Years 10-12) before school to borrow a 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	<p>If a student and/or parent/caregiver advise a Head of Year (HOY) that <i>uniform</i> 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 purchased through a financial hardship application to finance.</p>
DETENTION NOTIFICATION	<ul style="list-style-type: none"> • Staff issuing detentions for <i>Uniform Infringements</i> MUST notify (verbally in-class) the students that 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	<p>The <i>Detention Room</i> is open on both campuses at 2nd lunch (11:20am – 11:50am)</p>
DETENTION LENGTH	<p>Each detention (1) is worth a <i>time period</i> of 15 mins</p>
DETENTION LOG (COMPASS)	<p>The Compass Chronicle <i>Detention Log</i> (7-12) is used for uniform infringements and is updated by HOY (detentions entered and detentions done)</p>
DETENTION LISTS	<p>A list of outstanding detentions is posted on a noticeboard weekly.</p>

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.



Frequency – Every Term in Weeks 3, 6 and 9		
Detention Amount	Action	Templates
STUDENTS WITH DETENTIONS (0 TO 5)	<ul style="list-style-type: none"> 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 any concerns.
STUDENTS WITH DETENTIONS (6 TO 15)	<ul style="list-style-type: none"> 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 reasons they had been issued.
STUDENTS W/ DETENTIONS (16 TO 30)	<ul style="list-style-type: none"> 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.
STUDENTS W/ DETENTIONS (31>)	<ul style="list-style-type: none"> HOY to advise Deputy Principal of students with 31> detentions outstanding Deputy Principal to meet with student and contact parent/caregiver A behaviour incident for 'defiance' will be added to One-School 	



Appendix 1:

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

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

Create Chronicle Entry For Student

Details

Communications

Notification Chain

Template: *

First Aid

Students in CARE Yr 10 - 12

Students in CARE Yr 7 - 9

School Letters

'Not Present/Late: Unexplained' Parent Letter

Flags Letter

Parent Account Information Letter

Surrendered Items

Surrendered Items

Uniform

Detention attended

Loaned Uniform Items

Truancy Detention

Uniform Violation (Approved)

Uniform Violation (Unapproved)

Wellbeing

Location example

Staff Visibility:

Parent/Student Visibility:

Parents Can Acknowledge Entry:

Date Occurred:

Include in Pulse:

Include entry in Feed:

First Aid Reason *

Reason: *

Rating: *

Grey

Students

+ Add Students

- Remove Selected

☐ Add other students...

There are no students associated with this chronicle entry

+ Add Attachments

Filename

This chronicle entry has no attachments. Drag files here to upload.

Notification Chain

There is no notification chain for this chronicle entry