

## **ANNEXURE H**

## **ACADEMIC DETENTION**

Learners are identified by the subject teacher.

### **Reason**

- Homework repeatedly not done
- Task not handed in / incomplete

### **Procedure**

- Send learners name, grade and section to Mrs Pretorius to notify parents (SMS) of academic detention.
  - Period 1 – 4 : detention same day.
  - Period 5 + 6 : send names in; detention takes place the following day.
  - Learner must be told that he/she is in detention.
  - Names will not be announced.
  - Names must be submitted to be recorded on the learner's disciplinary record.
- 
- Learner in detention for more than one subject on the same day + school detention (e.g. late).
  - Mrs Pretorius will put up a list of the names of all learners in detention in the staffroom. Teachers can check whether a learner is in more than one academic detention and must confirm that the learner attends that detention.
  - Homework not done must be recorded on the learner's disciplinary record.

### **If learner does not attend:**

Subject teacher must follow up.

- (i) Send a letter to the parent requesting a meeting.
- (ii) Contact the parent telephonically.