Add a Detention via the Main Menu

This guide explains how to add a detention via the PARS main menu. Detentions added in this manner are not linked to behaviour incidents. To begin go to:

Main menu > **Detentions** > **Mark pupils for detentions**

A student selector window will open. Select the pupil(s) that you want to give the detention to then click **Accept**.

Select the type of detention you want to issue from the drop down then click the **Add** button. If you have added the wrong type of detention click **Remove**.

The detention will then appear in the white space in the middle of the window. The detention will currently be unscheduled as PARS will automatically schedule the detention for you. At the bottom left of the window there is a date – this is the earliest date that the detention will take place.

Click the **Save/Schedule** button when you are ready to save the behaviour incident and detention.

PARS will attempt to schedule the detention on the date shown at the bottom of the window. If the selected type of detention does not take place on that date, or if the pupil already has a detention at the same time on that date, PARS will try the day after, then the day after, and so on until a date can be found where the pupil is able to sit the detention.