

Add a Detention via a Behaviour Incident

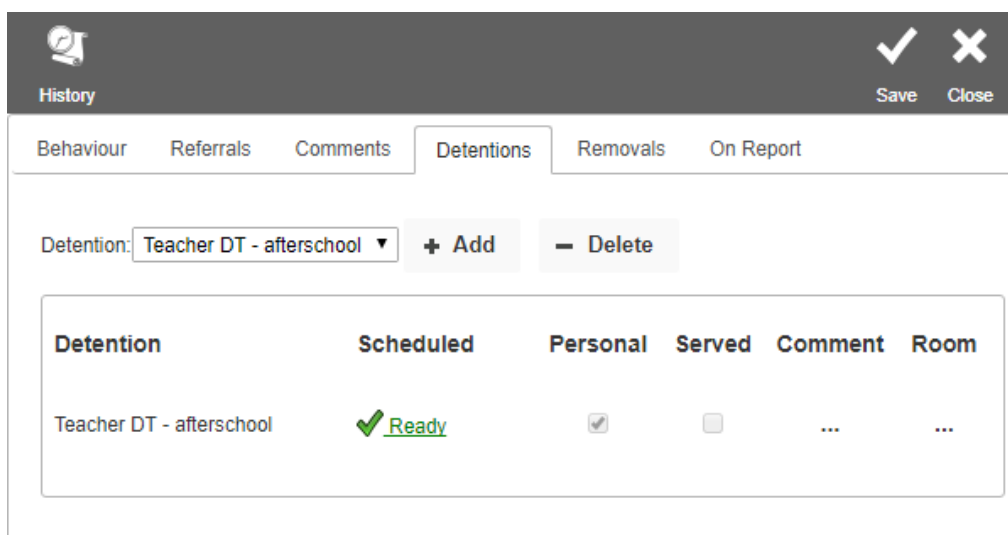
Prerequisite Knowledge

This training guide assumes you know how to add a behaviour incident. If you do not, see the **Add a behaviour incident via a register** or the **Add a behaviour incident via the main menu** guide.

Issuing a Detention

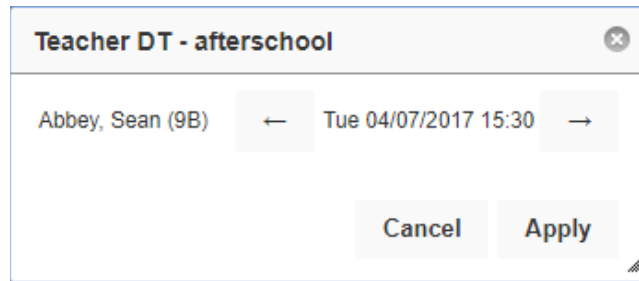
Open the behaviour entry window for one or more pupils. You must be issuing a negative or neutral behaviour incident in order to give a detention.

Click on the **Detentions** tab at the top of the window. 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.



Detention	Scheduled	Personal	Served	Comment	Room
Teacher DT - afterschool	✓ Ready	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You now need to select the date that the detention will take place. PARS will automatically select the first available date for you. You can see this date and change it if required, by clicking the Ready link. This will open a window as below.



You can move the date of the detention by using the forward and backward arrows.

Note – if you do not click the Ready link, PARS will use the first available date for the detention when you click Save.

When you are happy with the detention, click the Save button at the top right of the page. A report will open in a new tab on your browser showing the date and time that the detention(s) will take place.