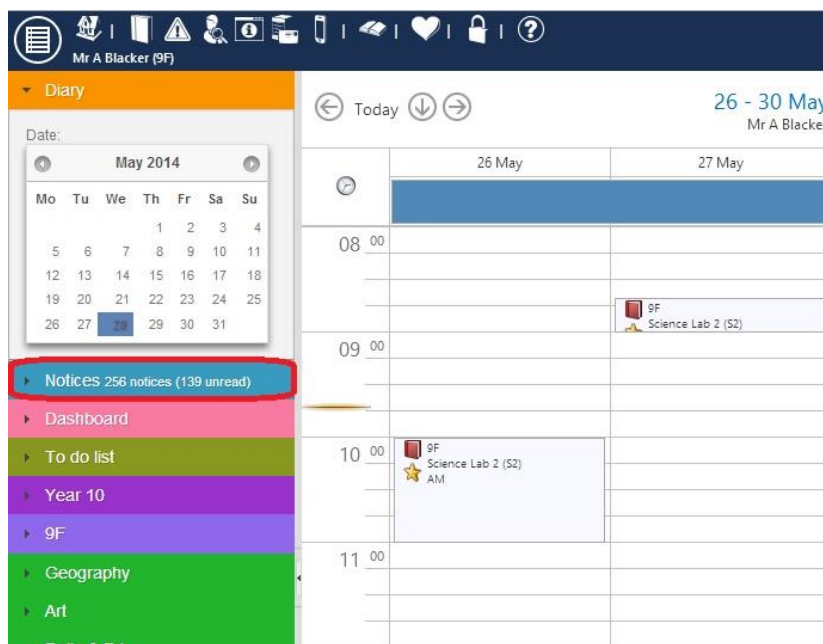


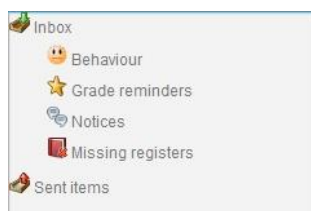
Issuing and Scheduling Detentions Based on a Behaviour Referral

Accessing behaviour referrals

You first need to go to the notices section of your homepage to find any behaviour referrals that have been sent to you. To do this, click the “Notices” button at the top-left of the page where you can see your diary.

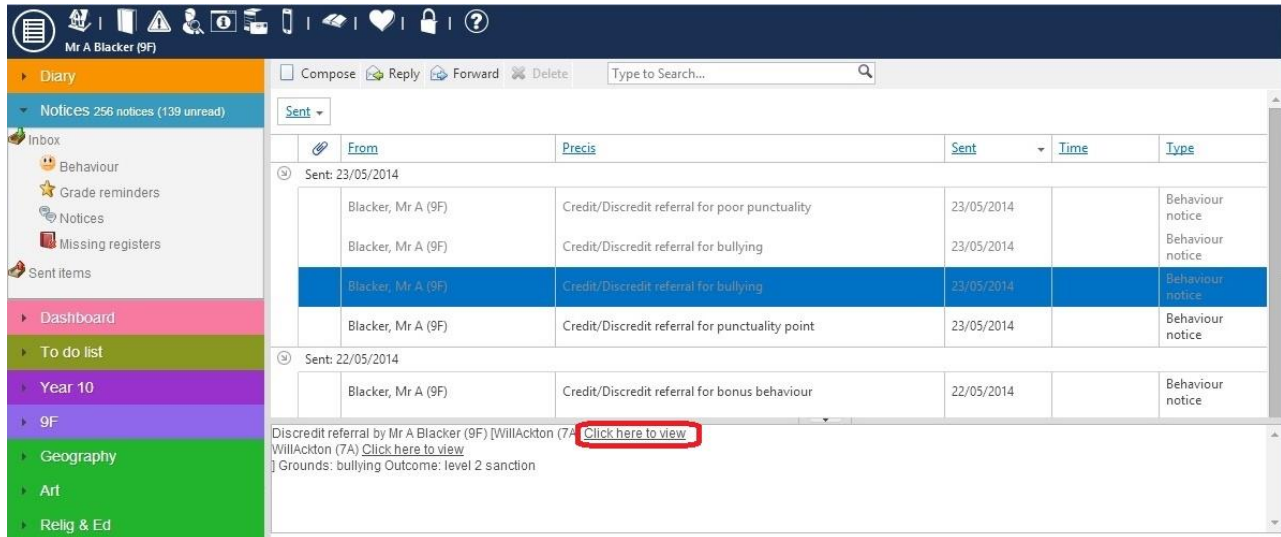


When you click on “Notices”, your diary will disappear and be replaced by your notices inbox. The default when looking at your inbox is to see all notices, however you can filter your list of notices by clicking the links under the notices section.

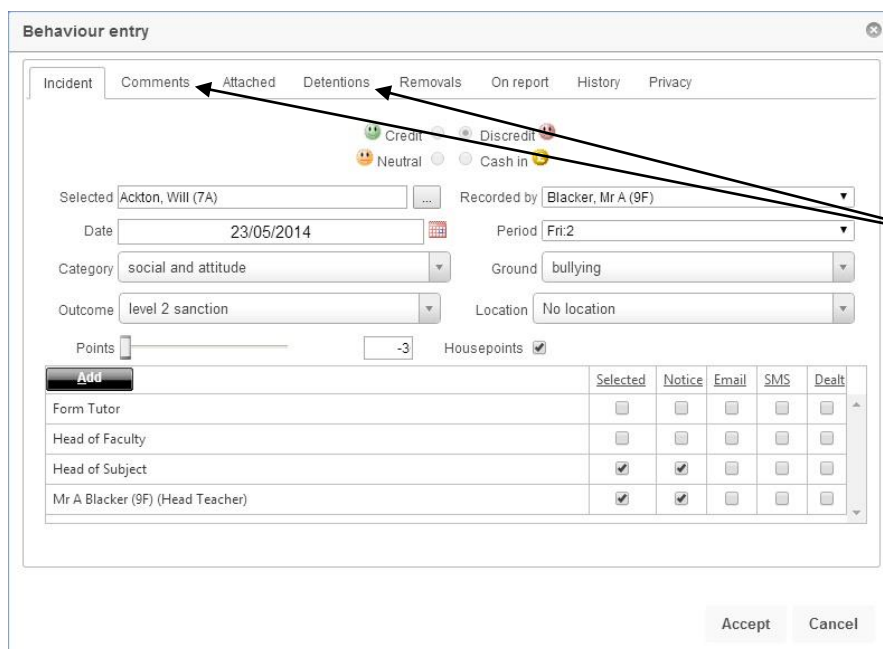


Click on “Behaviour” to view your behaviour referrals

You should now be able to see a list of your behaviour referrals. Single-click on a referral to select it. The details of the referral will then appear at the bottom of your inbox. There will be a link that says “[Click here to view](#)” – click this link to open the behaviour entry window.



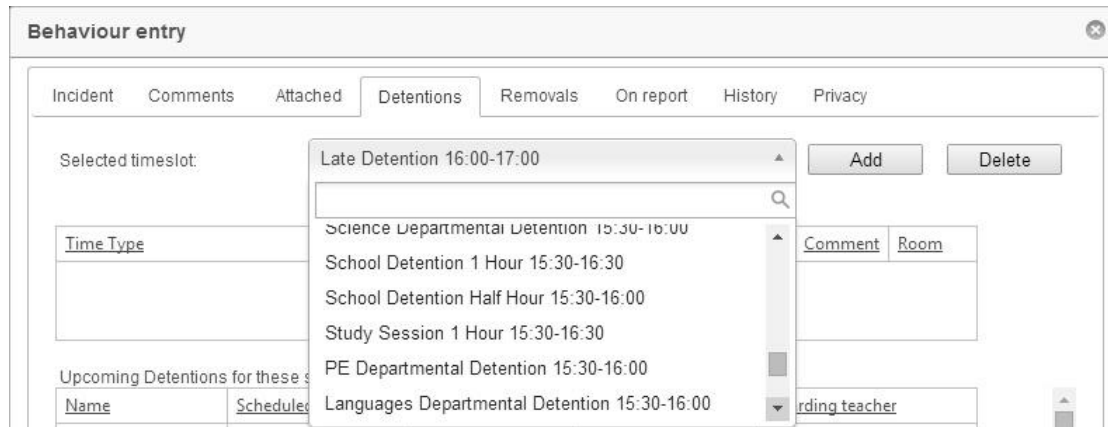
This will open the behaviour entry window. From here you can see the details of the behaviour incident and add any comments if necessary (as well as adding the detention).



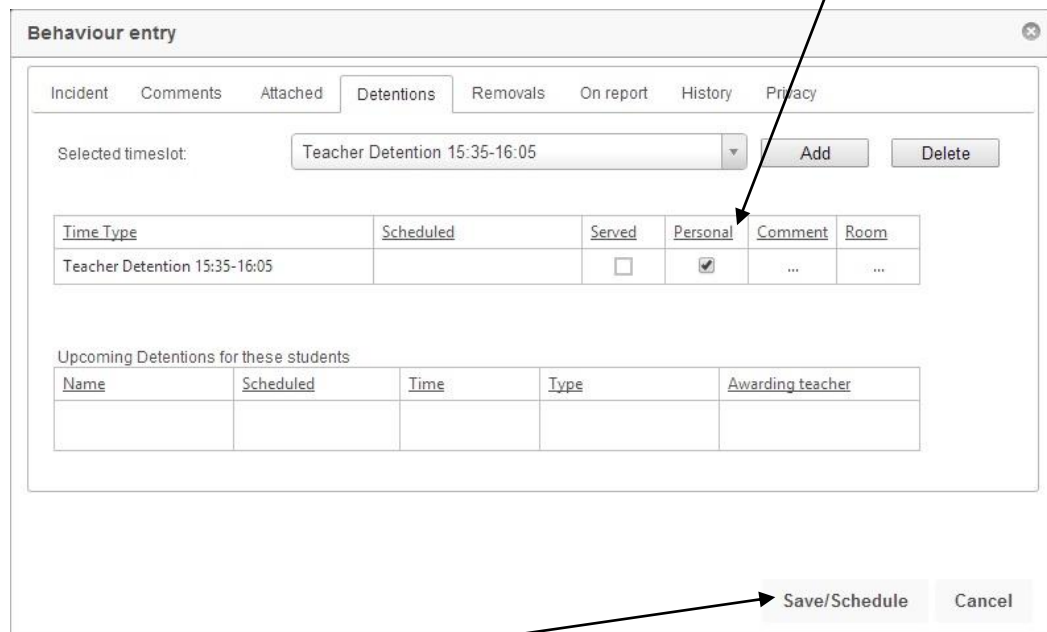
Click the “Comments” tab to add free text about the behaviour incident, or “Detentions” to issue your detention.

Adding the Detention

To create a detention, select the “Detention” tab. Click the “Time Type” drop down and choose the type of detention that you want to place the student into. Once done, click the “Add” button.



If you are going to be taking this detention yourself, make sure that the “Personal” tick box is ticked.



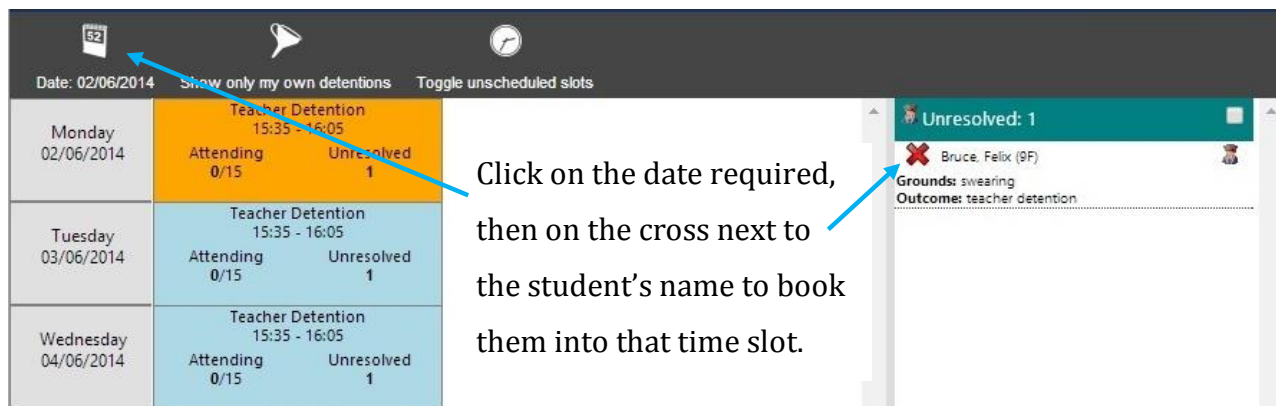
Time Type	Scheduled	Served	Personal	Comment	Room
Teacher Detention 15:35-16:05		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name	Scheduled	Time	Type	Awarding teacher




Click “Save/Schedule” when complete to choose the date on which you want the detention to take place.

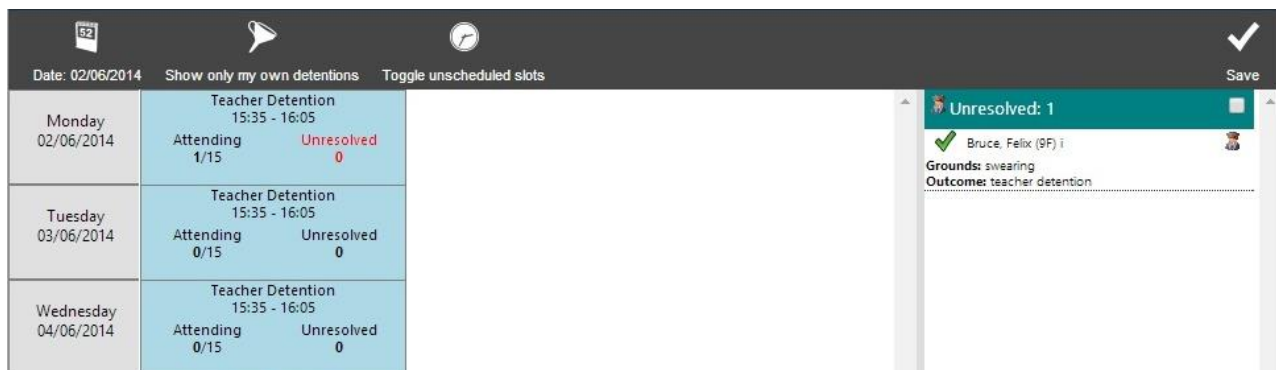
Schedule the Detention

You will now see columns for the selected Time Type and for students' names.



Click on the date required, then on the cross next to the student's name to book them into that time slot.

-  Cross – the student has been booked for a detention which has not been scheduled yet.
-  No entry – the student already has a detention at that time.
-  Tick – the student is allocated to the detention you have selected.

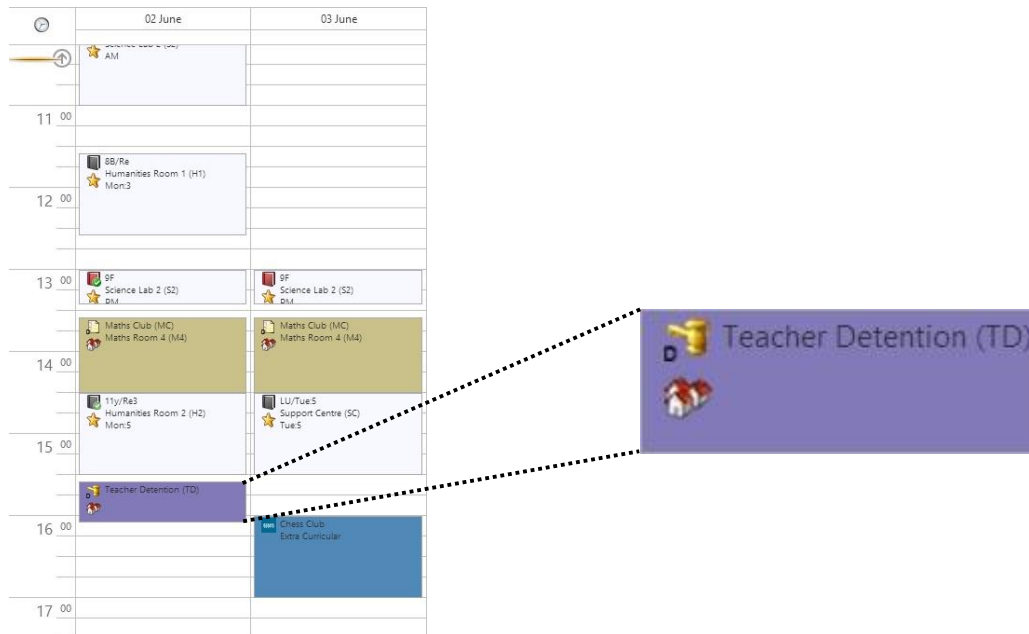


As you can see above, the Time Type will now say “Attending 1” and there is a tick next to the student’s name. To unbook the pupil from this detention, click the tick next to the pupil’s name and it will change back to a cross.

When you have finished, click the “Save” button at the top right.

Taking the Detention Register

If you ticked the “Personal” tick box when adding the detention, you will be able to see it on your diary.



The screenshot shows a diary for 02 June and 03 June. A callout box points to a purple entry labeled 'Teacher Detention (TD)' at 16:00 on 02 June. The callout box contains a purple background with a 'D' icon and the text 'Teacher Detention (TD)'.

You can also access detention registers via the main menu, by going to:
PARS main menu > Detention > Take detentions registers

Start: 02/06/2014							
	Description	Start	End	Teacher	Code	Room	Pupils
	English Departmental Detention	15:30	16:00	Mr S Green	EDD	English Room 1 (E1)	6
	Teacher Detention	15:35	16:05	Personal with: Mr A Blacker (9F)	TD		1
	Homework Detention	16:00	17:00		HWK	Science Lab 1 (S1)	10

Check that the date is correct, then click on the detention register that you wish to take. Then click the “Take this register” button from the top left.

On a register you can see various pieces of information including individual students' attendance for the day plus which classes and rooms the pupils were in prior to the detention (so that you can collect them if needed).

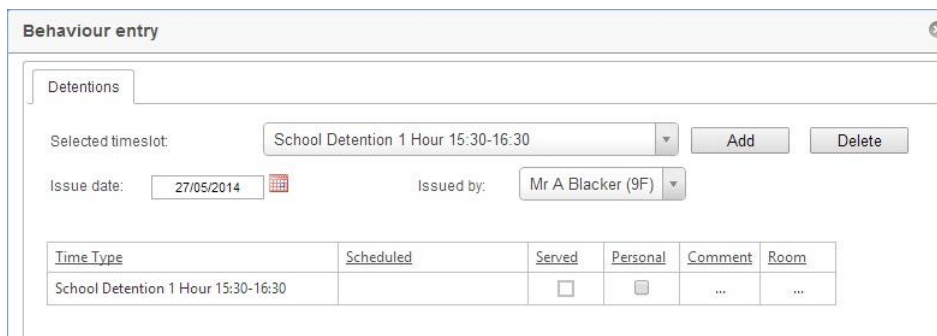


If you want to see the reasons for the pupils being in detention, click on the “Related incidents” button on the top toolbar.

To mark the register, click on the “Served” box and select the relevant option in the drop down box.

If the student(s) do not attend the detention, you can issue new detentions by clicking the “Reset missed detentions” button from the top toolbar (once you have marked and saved the register).

First select the status(es) that you want to issue new detentions for.



Add and Schedule the new detention, as on pages 3 and 4.