



Foremarke Hall

Repton Preparatory School

Policy Statement

Completion of Work

This policy is an Upper School policy. It is relevant to all academic staff in Upper School and should be read in conjunction with the following:

- Behaviour Management
- Awarding of Excellents
- Presentation of Work
- Prep

Introduction, Purpose and Aims

Foremarke Hall School is continually striving for academic excellence in all subject areas and aims to provide our children with the very best learning opportunities. In order to maximise a child's educational potential, we offer a broad and varied curriculum which includes work covered in the classroom and for prep.

We view the completion of class work and prep as essential components of a child's education. On some occasions class work and prep is not completed to the satisfaction of teaching staff. It remains our duty, both to the child and the child's parents, to ensure that important work is completed to the highest standard possible.

Against this background, we have a sanction system for completion of work. This is not designed to be a purely punitive approach; moreover, we trust that such a measure will encourage children to become more organised and will serve to reinforce the importance of their academic studies.

Definition

- This sanction system is only to be applied to issues of class work and prep. It is not a sanction for poor behaviour (see Behaviour Management policy).
- Completion slips and Academic detentions can be issued if class work or prep is not completed to a teacher's satisfaction. This may be as a result of poor effort during the lesson, missing a prep deadline or handing in any piece of work which is below the quality of work normally expected from a particular child.
- Completion slips and academic detentions are viewed as positive steps in a child's educational development. We aim to instil the importance of academic work and the need to remain organised throughout their studies. In addition, we encourage the children to aim high, take pride in their work and be critical of their own efforts (fostering the Foremarke Code).

Provision/Implementation

- Children must be given at least one decent opportunity to complete work before being given an academic detention. At this point a **Completion Slip** will be issued and is signed by the subject teacher and child. This is then taken home for signing by parents or guardians. The signed slip is returned to the subject teacher for their records. A follow up phone call may be appropriate if the slip is not returned to school signed. This slip serves as the official warning and should state the

work to be finished and a date for completion (no more than 48 hours). A record of any missed preps and completion slips should be recorded in staff mark books/registers and in the 'Completions and Behaviour Tracking' folder in the Pastoral folder on the Staff Common Drive.

- If the submission of prep continues to be a problem, a member of staff may issue a **Detention Slip** and will complete the relevant sections. The slip must be taken home, checked and signed by parents or guardians and returned to school. In the case of boarding children, the House Parent can sign the slip acting in *loco parentis*. In every case, at least 24 hours notice must be given. If children have not had slips signed then they cannot attend the detention and the slip must be returned home for signing again. Parental consent is absolutely necessary. The issuing of a detention slip is the very last resort.
- Completion and detention slips are stored centrally in the 'Stationery' and 'Pastoral' folders on the Staff Common Drive.
- Teachers issuing academic detentions must mark it on the 'Completions and Behaviour Tracking' folder in the Pastoral folder on the Staff Common Drive and inform the Assistant Head (Academic). It is the subject teacher's responsibility to organise any work that needs to be completed.
- Children attending academic detentions must give their signed detention slip to the Assistant Head (Academic) on the morning of their detention (Form period is best). The Assistant Head (Academic) will store any signed detention slips in a file designated for the purpose. Unsigned slips will be returned for signing and a revised detention date stated, usually the next available session. If a child has failed to attend for any reason, this information will be communicated back to the subject teacher who issued the detention.
- Failure to attend an academic detention must be viewed with some concern, and unless a reasonable explanation is given, the parents will be contacted (by the Headmaster or Assistant Head (Academic)) and the child expected to attend another detention. In cases where a child repeatedly fails to attend a detention, Form teachers and/or Year Group Heads may become involved.
- Academic detentions will be arranged by the Assistant Head (Academic) as required.
- As teaching and learning are at the heart of our school aims, **academic detentions take priority over all existing commitments**.
- Alternative provision may be required for children who attend a paid activity, e.g. music lesson.
- Dress code: Normal school uniform should be worn to the detention.

Monitoring and Evaluation

The Assistant Head (Academic) will oversee the effectiveness of academic detentions. The academic detention file will be used to review the numbers of children attending, with the intention of making academic detentions the exception rather than the norm.

Review

The 'Academic Detention' policy is the responsibility of the Academic Team and will be reviewed according to the school's policy review cycle.

Last Review: Michaelmas 2015

Next Review: Michaelmas 2017