



# ClassCharts

Quick start guide

Getting started with Detentions

Add a detention type

## Available detention types

Search detention type...

After School



C1



## Create a detention type

To set up detention types for your school, select [Detention Types](#) under the [Detentions](#) tab in [School Settings](#).

Click on the [Add a detention type](#) button to name a new detention type. Clicking on the [pencil](#) icon next to your detention type brings up the [Edit detention type](#) menu, where detention details can be defined.

## Editing a detention type

**Detention type:** The name of the detention type.

**Detention location:** Where the detention will take place.

**Detention length:** If detention length has been enabled in school settings, this field indicates how long the detention is scheduled for.

**Default time:** When the detention begins.

**Default detention date:** When the detention should be scheduled for.

**Maximum number of detention type in one day:** Tick this checkbox to limit the amount of times a detention type can be awarded per day.

**Upscale detention:** Tick this checkbox to allow the detention to escalate into to another detention type.

## Edit detention type

**Detention type:**

Breaktime Detention

**Detention location:**

Room 40

**Detention length:**

10

**Default time:**

11:00

**Default detention date (weekends excluded):**

Today

Maximum number of detention type in one day

Allow manually upscaling detention

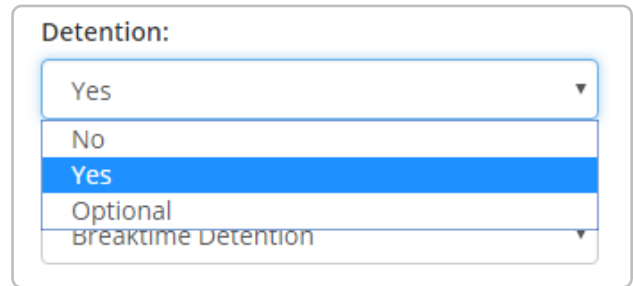
Close

OK

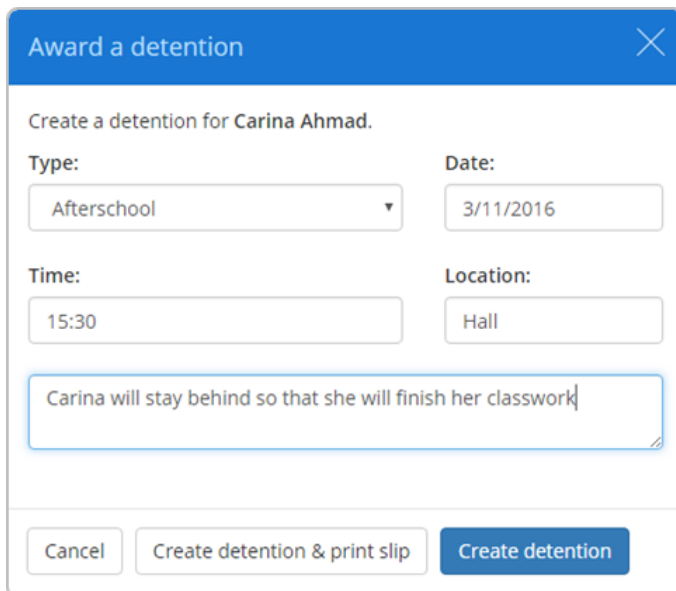
## Enabling behaviours to award a detention

You can set up behaviours to award a detention.

To do this, navigate to the [Behaviours](#) menu and click on the behaviour you wish to award detentions with. Select [Yes](#) or [Optional](#) for the [Detention](#) setting and then click [save](#).



The image shows a dropdown menu titled "Detention:". The menu is open, showing several options: "Yes", "No", "Yes" (highlighted in blue), "Optional", and "Breaktime Detention".



The image shows a dialog box titled "Award a detention" with a close button (X) in the top right corner. The dialog contains the following fields and buttons:

- Title: Create a detention for Carina Ahmad.
- Type: A dropdown menu with "Afterschool" selected.
- Date: A text input field containing "3/11/2016".
- Time: A text input field containing "15:30".
- Location: A text input field containing "Hall".
- Note: A text area containing "Carina will stay behind so that she will finish her classwork".
- Buttons: "Cancel", "Create detention & print slip", and "Create detention".

## Awarding a detention

When awarding a detention through a behaviour, you will be presented with the [Award a detention](#) pop up.

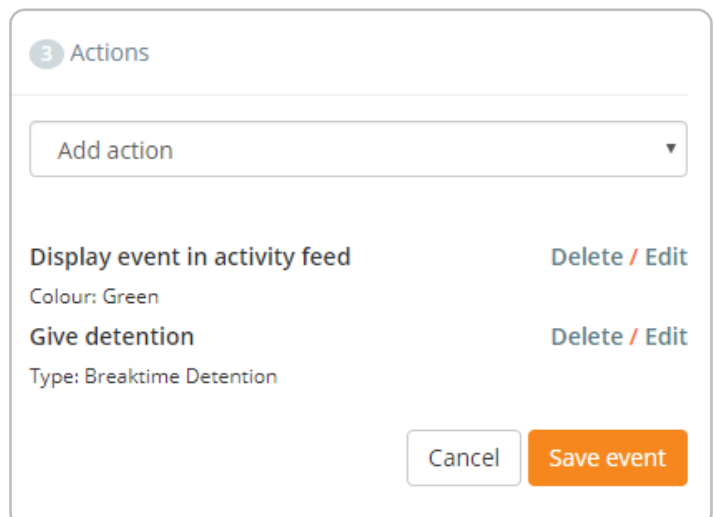
Here, you can select a detention type you've created, alter the details of the detention and add a note. You can also print off a [detention slip](#), which can then be given to the pupil.

## Awarding a detention

You can also award detentions through [Intelligence Events](#).

Select [Give detention](#) in the [Actions](#) column when editing an event and click on the [Edit](#) button to specify the detention type.

When a pupil triggers the event, they will receive the detention.



The image shows a section titled "3 Actions" with a dropdown menu for "Add action". Below the dropdown, there are two rows of actions:

- Display event in activity feed** with a "Delete / Edit" link and "Colour: Green" below it.
- Give detention** with a "Delete / Edit" link and "Type: Breaktime Detention" below it.

At the bottom of the section are "Cancel" and "Save event" buttons.

## Viewing awarded detentions

In the [Detentions](#) menu, you will be presented with the detentions that are scheduled to happen [today](#) by default. You are also able to view [past](#) detentions, detentions scheduled for the [future](#), detentions that were [missed](#), and detentions that have been awarded but are [unscheduled](#).

You can filter the detentions on display by using the field columns above the pupil tiles to refine your search.

The screenshot shows the 'Detentions' interface. At the top, there are tabs for 'Past', 'Today', 'Future', 'Missed', and 'Unscheduled'. Below these are two checkboxes: 'Show only my detentions' and 'Award / edit multiple pupils'. A filter bar contains columns for 'Pupil name', 'Attendance', 'Tutor group', 'Year group', 'House group', 'Detention type', 'Detention date', and 'Detention time', each with a search input and a dropdown arrow. Below the filter bar are three pupil tiles. Each tile shows a pupil's profile picture, name, and details. The first tile for 'Eden Ballinger' has a yellow bar at the bottom labeled 'PENDING'. The second tile for 'Jose Bandaras' has a pink bar at the bottom labeled 'NOT ATTENDED'. The third tile for 'Maria Bandaras' has a green bar at the bottom labeled 'ATTENDED'.

## Editing detention details

Clicking on a pupil tile will bring up the details of their detention, which you are able to edit. You can edit multiple detentions at once by ticking the [award / edit multiple pupils](#) checkbox, selecting the pupils you wish to edit and clicking the [award / edit button](#).

The screenshot shows a checkbox labeled 'Award / edit multiple pupils' which is checked. To the right of the checkbox is a red button with the text 'AWARD / EDIT'.

## Marking the outcome of a detention

Clicking on the coloured section of a pupil tile will mark the outcome of the detention. By default this will be set as [not attended](#), unless you have made [pending](#) the default detention option in the [detentions options menu](#). To mark a detention as attended, simply click on the bottom of the tile until [attended](#) is displayed.

The screenshot shows three vertical pupil tiles for 'Mark Kim'. Each tile shows a profile picture, name, and details. The first tile has a yellow bar at the bottom labeled 'PENDING'. The second tile has a green bar at the bottom labeled 'ATTENDED'. The third tile has a pink bar at the bottom labeled 'NOT ATTENDED'.

## Enabling automatic detention upscaling

Detentions can be automatically escalated to a different detention type if they've been marked as **not attended** for a set period of time.

To enable automatic detention upscaling in your school, please [get in contact with us](#) so that we can change the default detention status to **not attended** on your behalf.

Automatically upscale if missed

Upscale to detention type:

Afterschool detention

Consider missed if not marked as attended after:

1h

Notify parents when the detention was upscaled

Notify teachers via email when detention upscales:

Search teachers...

Head of year

Head of house

Head of subject

Form tutor

Awarding teacher

Close



OK

## Detention Upscaling

Next, navigate to the [Detention types](#) section of [School settings](#) and click on the [pencil](#) icon for the detention you would like to set up upscaling for.

In the [Edit detention type](#) popup, tick the checkbox labelled [tick automatically upscale if missed](#) and select a detention type to upscale to from the [Upscale to detention type](#) drop down menu.

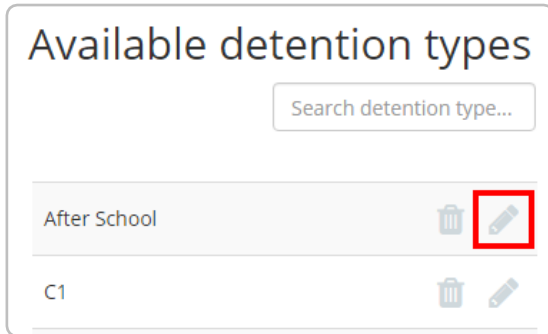
The detention type will automatically upscale to a different detention type if it is not marked as **attended** after the time period of your choosing. You also have the option to notify members of staff and parents when the detention upscales.

 <p>3 -3</p> <p>Ben Abbot</p> <p>27/2/2018   12:20 Canteen   Mr A Blacker</p> <p><b>UPSCALED</b></p>	 <p>3 -3</p> <p>Ben Abbot</p> <p>27/2/2018   15:40 Gym   Mr A Blacker</p> <p><b>NOT ATTENDED</b></p>
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Once upscaled, the original detention will display an **upscaled** banner in the [Detentions](#) menu. The upscaled detention itself will appear in the [Detentions](#) menu as a detention scheduled for the new default detention date..



## Enabling manual detention upscaling



Alternatively, you can control when detentions are upscaled by enabling manual upscaling. To allow this, please [get in contact with us](#) so that we can change the default detention status to [pending](#) on your behalf.

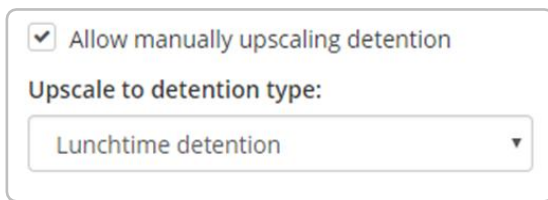


Available detention types

Search detention type...

After School  

C1  



Allow manually upscaling detention

**Upscale to detention type:**

Lunchtime detention ▼

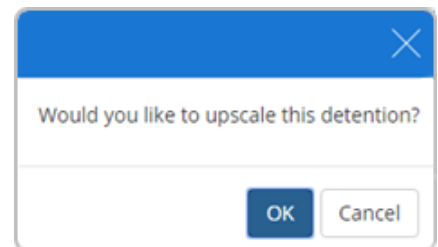
## Setting up a detention to upscale

Next, navigate to the [Detention types](#) section of [School settings](#) and click on the [pencil](#) icon for the detention you would like to set up upscaling for.

In the [Edit detention type](#) popup, tick the checkbox labelled [Allow manually upscaling detention](#) and select a detention type to upscale to from the drop down menu shown on the left.

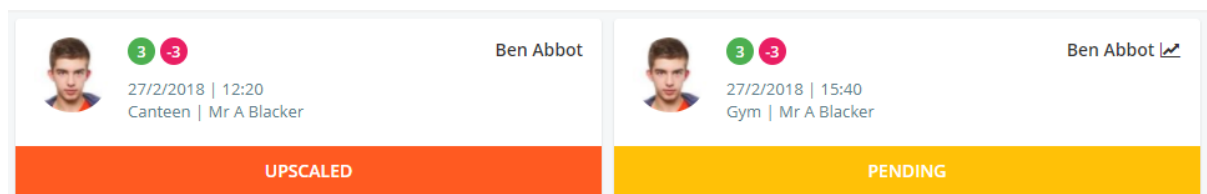
## Manually upscaling a detention




In the [Detentions](#) menu, change the detention status of a detention until the upscaling pop up confirmation appears. Select [OK](#) to upscale the detention.



Would you like to upscale this detention?

[OK](#) [Cancel](#)



 <p>3 -3</p> <p>Ben Abbot</p> <p>27/2/2018   12:20 Canteen   Mr A Blacker</p> <p><b>UPSCALED</b></p>	 <p>3 -3</p> <p>Ben Abbot </p> <p>27/2/2018   15:40 Gym   Mr A Blacker</p> <p><b>PENDING</b></p>
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The detention on the current page will display an [upscaled](#) banner and the upscaled detention itself will appear in the Detentions menu as a pending detention scheduled for the new default detention date.

## Notifying parents about detentions

You can inform parents of upcoming detentions for their children via email.

To do this, navigate to the [Detention](#) options page and set [Email detentions notifications to parents](#) to [Enabled](#).

Email detentions notifications to parents:

Enabled ▼

Email detention note to parents:

Enabled ▼

Email detention behaviour type to parents:

Enabled ▼

Share detention note with parents  
 Share behaviour type with parents

## Sharing detention information

When awarding a detention, staff can choose to share the detention note and behaviour type in the parent notification email, by ticking the respective checkboxes.

In order to allow this, [Email detention note to parents](#) and [Email detention behaviour type to parents](#) will need to be enabled in [Detention options](#).

## Detentions manager

If parent and pupil accounts have been set up, you can provide users with an easy to access page that lists their upcoming scheduled detentions.

To enable this, ensure that [Show detention manager to pupils & parents](#) is set to either [Enabled](#), [Pupils only](#) or [Parents only](#).

Upon logging in to the parent and pupil apps, users will see a [Detentions](#) tab that contains detention information for the relevant pupil.

When viewing a detention, Click on the [Details](#) button to display a popup that describes the reason for the detention, the awarding teacher and scheduling information.

TODAY

**Breaktime Detention**  
Room 40  
*Sean Abbey*  
Date: 12/10/2017 11:00 [DETAILS](#)

FUTURE

**Lunchtime detention**  
Canteen  
*Sean Abbey*  
Date: 17/10/2017 13:50 [DETAILS](#)

PREVIOUS

**Afterschool detention**  
Room 55  
*Sean Abbey*  
Date: 5/10/2017 15:30 [DETAILS](#)

## Further support

Please do not hesitate to get in touch if you need more support or training. [support@classcharts.com](mailto:support@classcharts.com)

## Our Products



[www.provisionmap.co.uk](http://www.provisionmap.co.uk)

Our system for managing learning plans & provision maps has been carefully designed to assist SEN/ALN Co-ordinators with the management & review of provisions & interventions in their schools.



[www.literacyassessment.co.uk](http://www.literacyassessment.co.uk)

This system quickly assesses the literacy standards of groups of pupils & tracks progress over time.



[www.schoolrobins.com](http://www.schoolrobins.com)

School Robins is a powerful communications tool designed for school leaders. It removes the paper trail of round robins.