

Dear MS Parents,

This term we are starting to move towards a more efficient and electronic method of tracking and assigning detentions in the Middle School. The Senior School has been successfully been using this method for the past year or so.

If your child receives a detention, you will receive an email from the office with a pdf attachment that looks like this: (I have highlighted the fields you will find most useful)

Irons, Josiah		YR07 78A2 Warlpa (White E-K)	
Detentions	Short detention		
18 October 2016 12:45	TEST SAMPLE ONLY: Josiah failed to complete his CS Ancient Times project and after 2 warnings has been issued a short detention.		
Detention Type	Short detention		
Detention Reason	Incomplete homework		
Start Date	18 October 2016 12:45		
End Date	18 October 2016 13:05		
Given By	Mr. Tim Payze		
Details	TEST SAMPLE ONLY: Josiah failed to complete his CS Ancient Times project and after 2 warnings has been issued a short detention.		
Linked Pupils			
Linked Items			
Contact Notified			
Follow Up Action			
Follow Up Date			
Follow Up Complete	✘		
Attachments	No attachments have been uploaded		
School Only	✔		
Is Confidential	✘		
Update History	Created: 18 October 2016 11:01 Mrs Corrie Irons		

If you have any questions about your child's detention notice, please always email the teacher in the 'Given By' field, which in this case is Tim Payze.

Blessings,

MECS Administration