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)

![Detention Notice](image)

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