

Mobile Phone Policy

The school acknowledges the need for students to own a mobile phone and other personal electronic devices. Students, parents and staff would all agree that these are particularly useful in keeping students safe on the way to and from school.

However these devices can create a significant amount of problems and seriously detract from learning. Mobile phones and other personal devices are not permitted during the school day. Students are advised that these should be turned off in school between the hours of 08:30 to 15:15 and stored securely in the student's bag.

If a student is found to be using a mobile phone or other personal device, staff are expected to confiscate it using the following procedure:

1. The student will be asked to hand the device to the member of staff.
2. If the student complies politely with the request, the device will be taken to the Business Manager Office and the member of staff will log the incident on SIMS. The student may collect the device at the end of the school day.
3. If the student fails to meet this requirement:
 - a. The student will be warned that if the device is not handed over immediately then a more serious sanction will follow.
 - b. If the device is handed over go to step 4.
 - c. If the student still refuses, then a member of senior staff on the "C5 rota" should be called, and the student will be taken out of circulation to retrieve the device.
 - d. The student will automatically be issued an SLT detention for defiance by the callout staff.
 - e. The device will then be taken to the Business Manager Office and, the incident will be logged by the member of staff in SIMS and step 4 will be followed except a parent or carer will be expected to collect the phone.
 - f. Refusal to hand over a device to a member of senior staff is a serious offence and will be dealt with as a C5 sanction as part of the school behaviour policy. A mobile phone contract will also be put in place for the student.
4. The device will be locked in the school safe and stored securely until the end of the day.
5. At the end of the day, the student may visit the Business Manager Office and receive the device back.
6. Students may collect their own device on ONLY the first and second offence. The Business Manager will notify parents/carers via SchoolComms text message after every offence. On the third offence, a separate message will be sent, when only a parent or carer may collect the device from the school reception.
7. The school acknowledges that when a device is confiscated on a Friday, or prior to a holiday, parents may be unable to collect the device. The student will need the device and therefore, on these occasions, the device will be returned but the student and parents will be informed that the device is to be taken to the Business Manager Office at the start of each day of the next school week.