



Mobile phones in school

Our expectations:

- Students are encouraged leave mobile phones at home, but if they choose to bring one to school, it's at their own risk. This means it is the student's responsibility to keep it safe.
- Mobile phones must be turned off and out of sight by the first bell at 8.35am.
- Mobile phones must not be seen or used in school for any reason until students are dismissed after their last lesson.
- The same rules apply to headphones/earphones.
- Teachers may, in rare circumstances, give students permission to use their phone for a specific learning activity. Once this has finished, it must be put away.
- If a student needs to use their phone, for example to check their timetable, they should ask permission from any member of staff.
- Students needing to contact home should go to their Year Co-ordinator's office to ask permission.
- We ask parents not to contact students on their phones during the day, as students will not be allowed to answer calls or texts. Please call reception.

What if a phone is seen?

- If a phone is seen by any member of staff, they will ask the student to give it to them. The same rule applies to earphones. Items will be taken to Year Co-ordinators for safe keeping.
- If students hand over their phone politely, and it is the first time, they will be able to collect it at the end of the day from their Year Co-ordinator.
- After the first time, we may ask parents to collect it from school
- We expect students to respect staff, co-operate fully and be polite. If students don't respond politely to staff, or choose not to hand their phone over immediately, it will be followed up by senior staff and the Pastoral team. In this case, students may receive a further sanction.

Collecting phones

- Phones taken from students will be stored securely.
- Students who have had their phone removed may collect it politely from their Year Co-ordinator at the end of the day.