10 March 2023

# TCA Mobile phone policy

## Mobile Phones and Electronic Equipment guidance

Procedure:

1. TCA follows a ‘See it, hear it, take it’ policy. This will simply mean that the phone can be confiscated by a member of staff if it is used in school grounds.

2. Phones that are confiscated will be returned by the end of the school day. They will be kept in a secure area of TCA.

3. The restriction is always in place while students are in the grounds of the school, this includes

when students arrive and leave at the end of the day. Phones should be put away before students

enter the school gates and not accessed until they have left the site.

4. Students will be able to contact home by approaching Student Services team if they require to

speak with their parent/carer.

5. We will ensure that any important messages are relayed to your child through the day if you leave

a message at reception.

6. Students who refuse to hand the phone over to a member of staff will be sanctioned in line with the school behaviour policy.

Kind regards,

J Siracusano

Assistant Principal Behaviour

Thomas Clarkson Academy.