

Mobile Phones and Electronic Equipment

Any student who uses a mobile phone or electronic device (including iWatches, Smart Watches) without permission or whose mobile phone goes off in school will have it confiscated by the member of staff. The phone will be held in a secure environment until the end of the school day.

We operate a **'See it, Hear it, Take it'** policy

Procedure:

1. We will operate a 'See it, Hear it, Take it' policy. This will simply mean that the phone will be confiscated if it is seen or heard in school grounds*.
2. Phones that are confiscated will be returned to the student in the first instance if the phone/device is handed over immediately. If it is a second offence or the phone is not handed over immediately – then parent/carer will have to collect the phone at the end of the school day, a text will be sent to the parent/carer to notify them. The phone will be stored in a secure place until it is collected.
3. The restriction is in place at all times 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 Students Services/Student reception 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 placed in Isolation for the rest of the day until 3.45pm and the phone will still be confiscated until parent/carer collects. Refusal to go into Isolation may result in a Fixed Term Exclusion followed by a day in Isolation.

***Please note that if a member of staff does not physically see the phone, it can still be confiscated if they are sure the student has been using it.**