

MOBILE PHONE PROCESS



While on the school grounds, all students' mobile phones should be placed on silent and stored in the student's school bag.



If a student is found using a mobile phone during lesson time, the teacher will confiscate the phone.

The teacher will return the phone at the end of the lesson.

The teacher will enter the incident into Kamar and issue a lunch-time reflection.

In cases of repeated incidents, Deans will contact home and students will hand in their phone each morning.



If a student is found using a mobile phone outside of lesson time, teachers will direct students to put them away for the day.

Senior Leaders will confiscate phones being used by students outside of class. They will be returned at the end of the school day from the leader's office.

The incident will be entered into Kamar and a lunch-time reflection will be issued.

In cases of repeated incidents Deans will contact home and students will hand in their phone each morning.



If a student is non-compliant and refuses to hand over their phone, a senior leader will be called.

SLT or Deans will contact home and further consequences may be incurred.