



MOBILE PHONE POLICY

Mobile phones should be handed into school at the gate to the students Head of Year, pastoral assistant or welfare lead.

If a student chooses not to hand the phone in, the student accepts responsibility for the phone in case of loss, theft or damage.

Mobile phones should be turned off, in the bottom of a school bag at all times, if kept by the student.

If a student is seen with their mobile phone the following happens:

- the phone is confiscated and taken to Admin Services
- Admin Services will contact home to tell parents the phone has been confiscated, the confiscation is logged
- if a student has the phone confiscated for the second time in a half term, parents/carers will be asked to come into school to collect the phone
- should a parent/carer not be able to collect it at this time, the school will store it safely until it can be collected.

Air pods/headphones are not permitted on site.

For Years 7-11 mobile phones are not allowed to be used in school. This is to prevent disruption of lessons and to avoid the possibility of theft and inappropriate use.

If a student needs to phone home they can do this from Admin Services or the appropriate Head of Year's office.

If a parent needs to contact a student urgently then they should telephone the school. A message will be taken to the student immediately.

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