



Mobile Phone Policy Flow Chart



STAGE 1 1ST OFFENCE

STAGE 2 2ND OFFENCE

STAGE 3 3RD OFFENCE



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| Staff will: | Confiscate the phone and take it to the front office. Log behaviour point on SIMS and on comments. Send the behaviour log to the FT & HOY through SIMS. |
| Office will: | Store the phone in an envelope Parent informed: text message, parent app & ASDT information by letter. |
| Student will: | Collect the phone at the end of the day from the Front Office. Sign the book in receipt of the phone Notified of ASDT. |
| Parent/Guardian will: | Receive a parent text message with school policy reminder, 1st confiscation alert and ASDT details by letter. |

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| Staff will: | Confiscate the phone and take it to the front office. Log behaviour point on SIMS and on comments. Send the behaviour log to the FT & HOY through SIMS. |
| Office will: | Store the phone in an envelope Parent informed: text message, parent app notifying them to collect the phone at school & ASDT information by letter. |
| Student will: | Verbal confirmation of ASDT details but no phone given over. |
| Parent/Guardian will: | Receive a parent text message with 2nd confiscation alert, ASDT details by letter and that parent/guardian needs to come into school to collect the phone by text message. |

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| Staff will: | Confiscate the phone and take it to the front office. Log behaviour point on SIMS and on comments. Send the behaviour log to the FT & HOY through SIMS. |
| Office will: | Store the phone in an envelope Parent informed: text message, parent app notifying them to arrange a meeting with the Pastoral team & ASDT information by letter. |
| Student will: | A decision is made with parents either to leave the phone daily at home or at the Front Office on arrival to school. |
| Parent/Guardian will: | Receive a parent text message with a reminder of the school policy, that they cannot pick up the phone until they meet with a member of the pastoral team. |



Student Mobile Phone Policy Flow Chart



Student will:

Collect the phone at the end of the day from the Front Office.

Sign the book in receipt of the phone.

Notified of an after-school detention.

Student will:

Be informed of an after-school detention but no phone is given over at the end of the day.

Parent/guardian needs to come into school to collect the phone by text message.

Student will:

No phone is given over until a parent meeting is arranged with the Pastoral Team.

Informed of an after-school detention.

A decision is made with parents either to leave the phone daily at home or at the Front Office on arrival to school.