

# Mobile Phones

## 1<sup>st</sup> Confiscation

Email home notifying parent/carer & reminding them of the mobile phone policy

Phone is taken from student and placed in safe in school office until 3:35pm

The confiscation will be logged on Arbor / Edulink

Student signs for phone when collecting

## 2<sup>nd</sup> Confiscation

Email home notifying parent/carer & reminding them of the mobile phone policy

Phone is taken from student and placed in safe in school office until 3:35pm

The confiscation will be logged on Arbor / Edulink

Student signs for phone when collecting

## 3<sup>rd</sup> Confiscation

Text to parent/carer advising phone has been confiscated and to check their email

Email will advise on the procedure for phone collection.

Phone is taken from student and placed in safe in school office until parent/carer can collect

The confiscation will be logged on Arbor / Edulink

Phone will only be returned to parent/carer

## 4<sup>th</sup> Confiscation

Text to parent/carer advising phone has been confiscated and to check their email

Email will advise on the procedure for phone collection.

Phone is taken from student and placed in safe in school office until parent/carer can collect

Student will have a HOY Review

Phone will only be returned to parent/carer

## 5<sup>th</sup> Confiscation

Text to parent/carer advising phone has been confiscated and to check their email

Email will advise on the procedure for phone collection.

Phone is taken from student and placed in safe in school office until parent/carer can collect

Student will have a SLT Review, which includes parent/carer meeting with a member of the Senior Leadership Team to discuss a suitable way forward.

Phone will only be returned to parent/carer