

Member of staff asks student to hand over phone if they see them with one, with one in their pocket, or if it goes off .

Student refuses to hand over phone.

Student agrees to hand over phone.

Student sent to RESET Room.

Member of staff holds envelope for student to put phone in.

Pupil hands over phone and will complete RESET 1 with an immediate detention. Student will then get their phone back on completion of detention. Parent/carer(s) called to be notified.

Pupil refuses to hand phone over. They will complete a RESET 2 (8.40am - 4.30pm) and must hand their phone over.

If student continues to refuse, then parent/carer(s) will be called to collect and student will be suspended.

Member of staff writes the name, year group and tutor of student on envelope.

Condition of phone checked by member of staff and confirmed with student.

Envelope sealed and taken with staff to lock away. Parent/carer(s) informed and immediate detention set.

Staff keep record for repeat offenders to be escalated.