



# The Telford Park School

## Mobile phones –

### Procedures for Dealing with Problems

#### Context

Mobile phones are banned from the school which means they should not be seen or heard.

This has been explained clearly via a letter to families, the school broadcast, and assemblies. Further message in school on posters and screens reinforces this message.

**Every pupil will know about the ban.**

**Tutors to reinforce this message to their tutees and make clear expectations.**

#### Action by a member of staff

If a phone is seen or heard, you should place an alert (during lesson time) or make SLT/Behaviour Team/Pastoral Staff aware (at breaktime or lunchtime). Do not allow it to become a point of conflict between you and the pupil.

Additional staff will be on duty outside at break and lunchtime.

#### Action by SLT/Behaviour Team/Pastoral Staff

- The senior leader/behaviour team member or pastoral staff member will confiscate the phone which will be placed in an envelope with the pupil's name on and stored securely in the Business Manager Office.
- A record will be made of the confiscation on dated pro-forma.
- For the first confiscation pupils can collect the phone from the Business managers Office from 3.00pm.
- For the second confiscation parents/carers will be asked to collect the phone from the school reception between 3.00pm and 4.00pm (Monday to Thursday) and 3.00- 3.30pm (Friday).
- Any pupil in receipt of a detention on the day of phone confiscation will go to the detention first and then collect their phone when finished.
- Pupils and/or parents/carers will be asked to sign for the phone to prove they have received it.
- Pupils who refuse to hand their phone in will be placed in room 5. If they create a problem regarding this, they will be dealt with by a senior member of staff and may face a fixed term suspension.

**Staff are requested to only use their mobile phones for registers/timetable checks etc. Staff on duty should lead by example and not be using their phones unless in an emergency.**