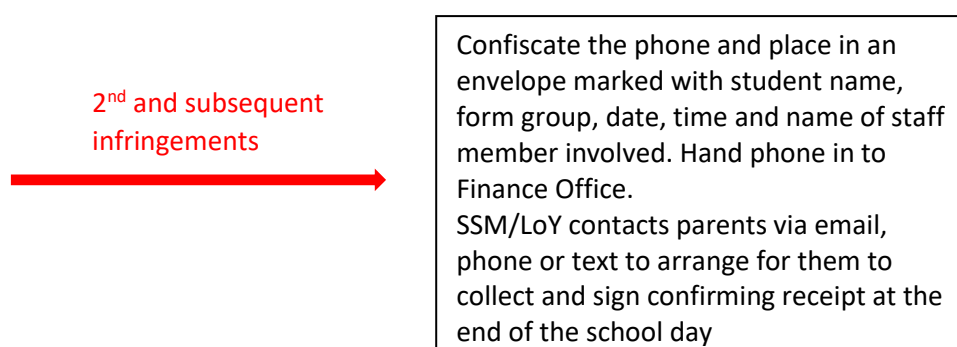
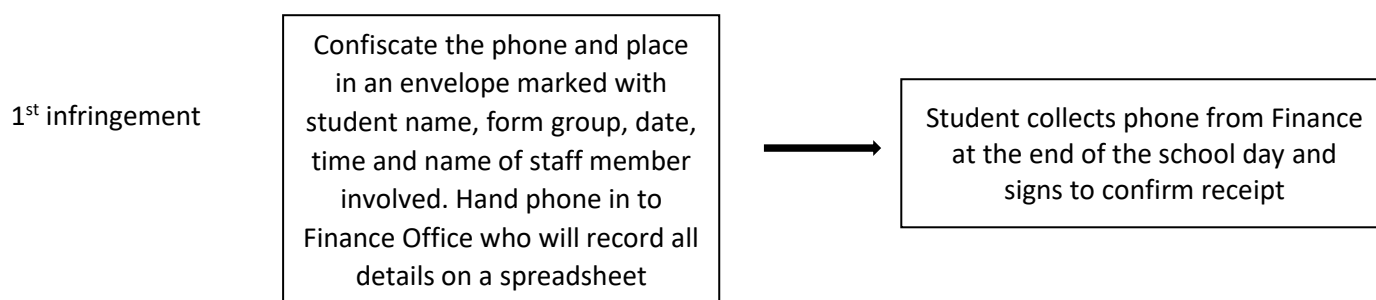


Tutors and Teachers

Remind students that whilst on school grounds mobile phones must be turned off and placed in bags. Any student without a bag must hand their phone in for safe keeping.

Initiate the following procedure in the case of any infringement:



Outline responsibilities for key staff

Staff	Role	Oversight by
Form Tutor	Remind students that whilst on school grounds mobile phones must be turned off and placed in bags. Any student without a bag must hand their phone in for safe keeping in Finance, to be collected and signed for at the end of the day. Remind students that if parents need to contact their child in an emergency they must telephone the School Reception. Conversely, if students need to contact home urgently (i.e clubs cancelled), they must do it through their Student Support Manager/Reception	LoY
LoY	Deal with persistent infringements if parents and students have failed to respond appropriately to the actions of the Form Tutor	SLT
Teachers	Remind students that whilst on school grounds mobile phones must be turned off and placed in bags. Any student without a bag must hand their phone in for safe keeping.	Curr. Leader
Student Support Manager	Respond to general enquiries from parents	LoY