



# Phones Off – Learning On



*From 8.30am-9am students should be reminded to pouch and lock their devices.*

Student has phone un-pouched during school hours.



Teacher directs student to Front Office to hand in phone and records on Sentral.



## RESOLVED

Student locks phone in pouch and hands in to Front Office. Receipt for hand-in issued. Student collects phone at end of day in first instance. **Teacher contacts parents to inform.**

Student does not comply with teacher instructions to take phone to Front Office. **HT** is called to escort student to Front Office to hand device in.



## RESOLVED

Student locks phone in pouch and hands in to Front Office. Receipt for hand-in issued. If repeated **HT** involvement, student will be formally cautioned. **HT contacts parents to inform and discuss device collection.**



Student does not comply with **HT** instructions. **HT** formally cautions and records on Sentral. **DP involvement requested by HT.**



## RESOLVED

Student complies with **DP** instruction, locks phone in pouch and hands in to Front Office. If repeated **DP** involvement, student may receive short suspension. **DP contacts parent/carer to inform and discuss device collection.**



Student does not comply with **DP** instructions. Student may receive short suspension. **Parent/carer contacted by DP.**