



Mobile Phone Policy Flow Chart



Staff will:	Confiscate the phone and take it to the front office.
Office will:	Store the phone in an envelope Log on SIMS Parent informed: Text message, parent app & ASDT information by letter.
Student will:	Collect the phone at the end of the day from the Front Office. Sign the book in receipt of the phone Notified of ASDT.
Parent/Guardian will:	Receive a parent text message with school policy reminder, 1st confiscation alert and ASDT details by letter.

Staff will:	Confiscate the phone and take it to the front office.
Office will:	Store the phone in an envelope Log on SIMS Parent informed: Text message, parent app notifying them to collect the phone at school & ASDT information by letter.
Student will:	Verbal confirmation of ASDT details but no phone given over.
Parent/Guardian will:	Receive a parent text message with 2nd confiscation alert, ASDT details by letter and that parent/guardian needs to come into school to collect the phone by text message.

Staff will:	Confiscate the phone and take it to the front office.
Office will:	Store the phone in an envelope Log on SIMS Parent informed: Text message, parent app notifying them to arrange a meeting with the Pastoral team & ASDT information by letter.
Student will:	A decision is made with parents either to leave the phone daily at home or at the Front Office on arrival to school.
Parent/Guardian will:	Receive a parent text message with a reminder of the school policy, that they cannot pick up the phone until they meet with a member of the pastoral team.