



### Mobile Phone Policy

In Manor Academy we want students to be focused on their academic studies and not be distracted by using mobile phones during the time they are in school.

However we do understand that many students have a mobile phone and for a number of parents this is a safety measure for students on their way to and from school. We strongly recommend that parents do not try to make contact with their son or daughter during the school day. A student who needs to contact parents can do so through the school office.

If any parent needs to get in touch with their son or daughter urgently during the school day they should contact the school office and a message will be passed on. If parents feel it is important that their child has a phone with them, they must support the school by reinforcing the policy that mobiles are not seen or heard either in the school building or outside during break & lunch breaks. All mobiles should be kept in their bags or even better locked away in their locker.

If a student is caught using a mobile phone or their mobile disrupts a lesson on the first occasion it will be confiscated and given to the office and a 'B' code will also be given. The student will be able to collect the phone at the end of the school day. A letter will be sent to the student's parent/carer so they are aware the phone has been confiscated. We will expect all parents/carers to sign to say they are aware the mobile has been confiscated and any further incident will be treated seriously.

If we have any more incidents with a student's mobile it will again be confiscated. The school office will contact home to arrange a suitable time for the parents to come in and collect the phone. A lunch time detention will be given as a sanction.

If there are any further incidents the phone will not be returned until a meeting is arranged with either the Year Leader or Assistant Vice Principal and the student, and either the student will agree to hand the phone in to the office at the start of the day, and then collect it again at the end of the day, or it will be agreed that the phone will be kept at home. The student will also receive an After School Detention. As part of the meeting a Behaviour contract will be signed to say that both the student and the parents are aware that any future incidents will be dealt with by a member of the Academy Leadership Team. This member of staff can apply a more serious sanction appropriate for persistently ignoring school rules.

Date Agreed \_\_\_\_\_ Signed \_\_\_\_\_

Chair of Welfare Committee

Review Date Spring 2015