

## MOBILE PHONE PROCEDURES

	Y7-11	Sixth Form
Mobile phone must be kept in locker all day on DND	✓	✗
Mobile phone can be kept on the student during the school day	✗	✓
Mobile phone is confiscated if being used around the main school	✓	✓
Mobile phone can be used in the sixth form centre	✗	✓
Monday detention is issued if mobile phone is out during the school day	✓	✗
Ear pods are confiscated if being used around school	✓	✓
Mobile phones can be used in school before 08.15 and after 15.50	✓	✓
Mobile phone can be used to pay for food and drink at the café	✗	✓

### MOBILE PHONES Y7-11

- Phones are not permitted for use at School by any pupil in Y7-11 between the hours of 08.15 and 16:00
- Any phone brought in must be placed in locker on arrival and be switched to DND. Apple watches must also be on DND during the School Day.
- In an emergency, pupils go to Reception, where parents can be called from the School landline. All other communication can be done via iPad, Teams or Email.
- There are no mobile phone points to allow for phone use.
- Pupils need to load their School ID card (WisePay) to use in Café / carry a debit card.
- Year 11 may take their phone into St Albans town centre at lunchtime.

#### **Y7-11 sanction for mobile phone use in School: confiscation and straight Monday Detention.**

1. Ask pupil to turn the phone off. Inform them they will receive a detention and can collect the phone at the end of the day from Mrs Carro in Deputy Head's office.
2. Place the mobile in a confiscation envelope.
3. Bring to Lorena Carro.

### MOBILE PHONES Y12-13

- Phones are permitted in the Sixth Form Centre.
- Phones are not permitted to be out in the main school and should not be seen in corridors. This also applies to ear pods.

- Sixth Form may use their phone to purchase food from the café.
- If they are seen using their phone in the main school building, it should be confiscated and taken to the Sixth Form Office.