



Mobile Phone Use in School

- Mobile phones are to be used for a student's safety on their journeys to/from school.
- Between 8.45am and 4.10pm mobile phones are to be kept switched off and out of sight, either in a school bag or in a locker.
- Parents wishing to contact their child urgently during the school day can do so by calling reception (01629 812671).
- Any student wishing to contact a parent urgently should speak with a member of Pastoral, Medical or Office staff who will allow the student to call home if appropriate.
- The use of a mobile phone or other electronic device in lessons is not allowed, unless under specific supervision of a member of staff.
- The capture of any still or moving image is not allowed unless permission has been given by a member of staff.
- Mobile phones are not to be used during social times.
- In cases of suspected bullying, harassment or other inappropriate conduct, a member of staff may request to view messages or images on a student's mobile phone.
- Lady Manners School's rules clarify that valuable items should not be brought into school. Therefore we accept no responsibility for loss or damage to mobile phones whilst on the school premises.
- Conditions and sanctions apply across all school years.
- **Please be aware that the unauthorised use of a mobile phone in school will result in sanctions as follows:**

1st offence: The mobile phone will be confiscated for the rest of the day, to be collected from reception at 4.05pm.

2nd offence: The mobile phone will be confiscated for the rest of the day, to be collected from reception at 4.05pm. Then for 1 week the phone must be kept at home.

3rd offence: Phone will be confiscated for 1 week (parent may collect during this period; thereafter phone must be kept at home for remainder of the week).

4th offence: Phone will be confiscated until end of school term (parent may collect during this period; thereafter must be kept at home for remainder of school term).

Students are asked to switch off their phones on confiscation, thereafter these are held securely in the school safe over the relevant sanction period. Parents are fully informed, via email, of any confiscations and procedures.