

Un-pouched phone procedure

1. If a student has their phone sighted, the teacher will send the student with a purple note to the office. The teacher will record this on Millennium.



2. The student needs to secure their phone in their pouch and hand it to the office staff where it will be kept in the safe for the remainder of the day. If they do not have their pouch on them, the office staff will place a sticky note with the students name on it and place in the safe. The office staff will name and sign the back of the purple note, students return to class. Students can collect and unlock at 3:25pm.



3. If this instruction is not followed, staff need to contact their Head Teacher to enforce the above outlined in step two (2). Where a Head Teacher is required to manage student behaviour, that student will receive playground isolation for the next two lunch/recess breaks. Teacher records on Millennium.



4. If the student still refuses this instruction, the Head Teacher is to contact the relevant Deputy Principal to retrieve the student and their phone. The Deputy Principal will contact the parents and issue a pre-suspension warning. The phone will go in the safe and the parents will be required to collect the phone from the office.



5. Students who refuse Deputy Principal instructions will be referred to the Principal where the student may be suspended or placed on SCAPP depending on student's compliance. Parents/carers will be contacted.

Students who have repeated breaches of having their device un-pouched, regardless of their willingness to hand the device over, will have the consequences outlined in step four (4).

