**MOBILE PHONES**

**Years 7-11**

Serious problems can arise by students having mobile phones on school premises. These include:

* Theft and loss of mobile phones
* Disruption to lessons
* Concerns relating to the personal safety of girls who are seen carrying phones to and from school.
* Staff time spent dealing with incidents relating to mobile phones.

Lockers are provided to all pupils and the responsibility for personal property, including mobile phones, remains with pupils. They are expected to secure their locker with an appropriate padlock.

Any girl whose mobile phone is seen or heard by a member of staff **during the school day** (including break and lunch time) will have her phone confiscated and placed in the school safe. The confiscation will be logged on sims and ***sent to the Deputy Headteacher***  and the pupil **will receive a 1 hour LG detention.**

*The school day is defined in this policy as 8.40am until 3.30pm or 2.25pm on Tuesdays. The definition of the school day would also include any attendance at clubs, activities or detentions that may extend beyond this time unless permission is granted by staff running the club or activity.*

If this happens a parent can collect the phone from the School Office at the end of the day during office opening hours . The school office is open 8.00am-4.30pm. The school will not contact parents on this matter.

If a parent is unable to collect the phone from the school office **then the phone can be collected by the pupil at the end of the following school day.** Phones will be available for collection from 3.30 pm during office opening hours.

***In cases of pupils who persistently break the rules relating to mobile phones the school reserves the right to retain the phone for a longer period of time.***

***Any pupil who has broken this rule on three or more occasions will be required to arrange for their parents to collect the phone in person or it will be retained for seven days.***

The Governing Body can take no responsibility for mobile phones brought into school, and staff will not investigate any incident of the loss of or damage to a phone.

**As a parent if you need to contact your daughter during the school day you should telephone the School Office.**