



We have a very clear mobile phone policy at The Norwood School.

'No See. No Hear. No Use'

This means that phones should not be turned on or be visible throughout the school day - at any time. This includes before and after school, and the rule covers the whole school site. Phones should therefore be placed in a student's bag before coming through the gate. This same rule also applies to AirPods and Headphones. This has always been our policy and if students fail to follow these rules then it leads to confiscation of their mobile phone.

Our Confiscation Process

Our approach will see the following steps undertaken if a phone is confiscated:

- 1. On the first occasion students will be able to collect their phone from the school office at 3.20pm on the 5th school day from the original incident.**
- 2. On the second occasion the phone will only be returned to the student's parent/carer. The phone can be collected from the school reception after 3.20pm on the 5th school day from the original incident.**
- 3. Students whose phone is confiscated for a third time in a year. The length of confiscation of a student's mobile phone due to a third incident will be until the end of the school half term. The student will also receive an External Suspension triggering an intervention regarding their use of their phone onsite.**

If a student refuses to hand over their phone to the member of staff they will automatically receive an internal suspension the following day. We encourage students to respect our school rules and avoid escalating incidents by taking responsibility and sticking to the "No See, No Hear" rule.

Please do not call or text students while they are in school. This always leads to placing the child in a compromising situation. If they are caught they will state that their parents called and this makes the communication legitimate. This is not the case. If you need to contact your child, always contact the School Office, information will be passed on to the child if required and/or passed on to the relevant Tutor, Head of Year, Safeguarding team or SLT.

We will ensure that contact home has been made at all of these stages so that you are aware of the confiscation and can speak to your child about the appropriate use of their phone in school.