



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

'No See. No Hear.'

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 3.10pm on the same day.
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 3.10pm the same day.
3. Students whose phone is confiscated for a third time in a year, must arrange for parents to collect it after 3pm from the school reception, seven days (**five** full school days) after it was originally removed. E.g. A phone confiscated on a Thursday will be returned at 3.10pm on the following Thursday.
4. The length of confiscation of a student's mobile phone due to a fourth incident will be at the discretion of the Headteacher.

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.