



Off and Away | Bell to Bell

Procedure for Misuse of Mobile Phones On School Grounds

Mobile phone is switched off and stored in a school bag
No consequences

Mobile Phone is seen and/or in use during school hours – 1st incident.

In Class

Teacher sends student to the front office to hand in phone. Off and Away slip is given to student to take to teacher. Office staff puts a negative entry on Sentral with a notification to parents/carers via email.

Out of Class on Grounds

Teacher sends student to the front office to hand in phone. Off and Away slip is given to student to take to teacher. Office staff puts a negative entry on Sentral with a notification to parents/carers via email.

Student will be interviewed by Deputy Principal.
Phone will be Picked up at the end of the day.

Mobile phone is seen and/or in use during school hours - 2nd incident.
Teacher sends student to the front office to hand in phone. Off and Away slip is given to student to take to teacher, followed by interview with Deputy Principal and formal caution of suspension may be given. Parents/carers formally notified and asked to collect phone.

Mobile phone is seen and/or in use during school hours - 3rd incident.
Teacher sends student to the front office to hand in phone. Off and Away slip is given to student to take to teacher, followed by interview with Deputy Principal and suspension may be given. Parents/carers formally notified.