

Priory Lincoln Mobile Phone Expectations	
Where should a phone/device be stored during the day?	<p>Students are able to keep phones on them but they stored be stored out of sight. Students are encouraged to ensure that phones are placed in their bag before they enter the Keyworth gates.</p> <p>Storing phones in pockets where they are partially visible or visible through outline is deemed to be 'seen' in line with the DfE policy.</p>
At the start of the day, when should a phone/device be switched off and stored away?	The academy uses a 'Gate to 3pm' routine with students. All phones should be switched off before they come onto the academy site and stored in bags for the duration of the day.
At the end of the day, when can a phone/device be used?	Phones can be used once students leave their lesson at 15:00. If students are then attending an enrichment or detention, mobile phones should not be used during the enrichment or detention.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	Students should speak to a member of their pastoral team or a member at student reception. This will then be reviewed with a member of the Senior Leadership Team.
If a child needs to ring home during the day, they should:	Go to their pastoral manager or student reception. Ideally this will be during Personal Development time, break or lunch. Only in an emergency should a student request to ring home during lesson time.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	<p>If a mobile phone is used, seen or heard on the Academy site, it will be confiscated and securely placed in the pastoral office or student reception. In the first instance, students can collect their phone at the end of the Academy day. Parents are made aware of this through the Class Charts.</p> <p>If a mobile phone is used, seen or heard on the Academy site for a second time in a Module, it will be confiscated and securely placed in student reception, but students will not be able to collect their phone until the end of the <u>next</u> Academy day. Parents / carers will receive communication through Class Charts, In Touch and/or a phone call.</p>

	Further instances of inappropriate use of mobile phones result in students needing to hand their phones in each day for a period of time of at least one Module , which is then reviewed.
What if a student uses their phone as a medical device?	Students who use their mobile phone as a medical device are permitted to keep their phone on during the day and to have their device accessible in a blazer or bag. Medical devices are registered with the Academy and linked to a specific medical application on the phone. Teachers of students with a medical device are fully aware of the use of the device and students are requested to inform their teacher when they need to use their device.
Permissions for Sixth Form students:	Sixth form students are permitted to use the phones in the Sixth Form Common Room and Sixth Form Workroom. They must be away when they leave this area or when they enter classrooms.