

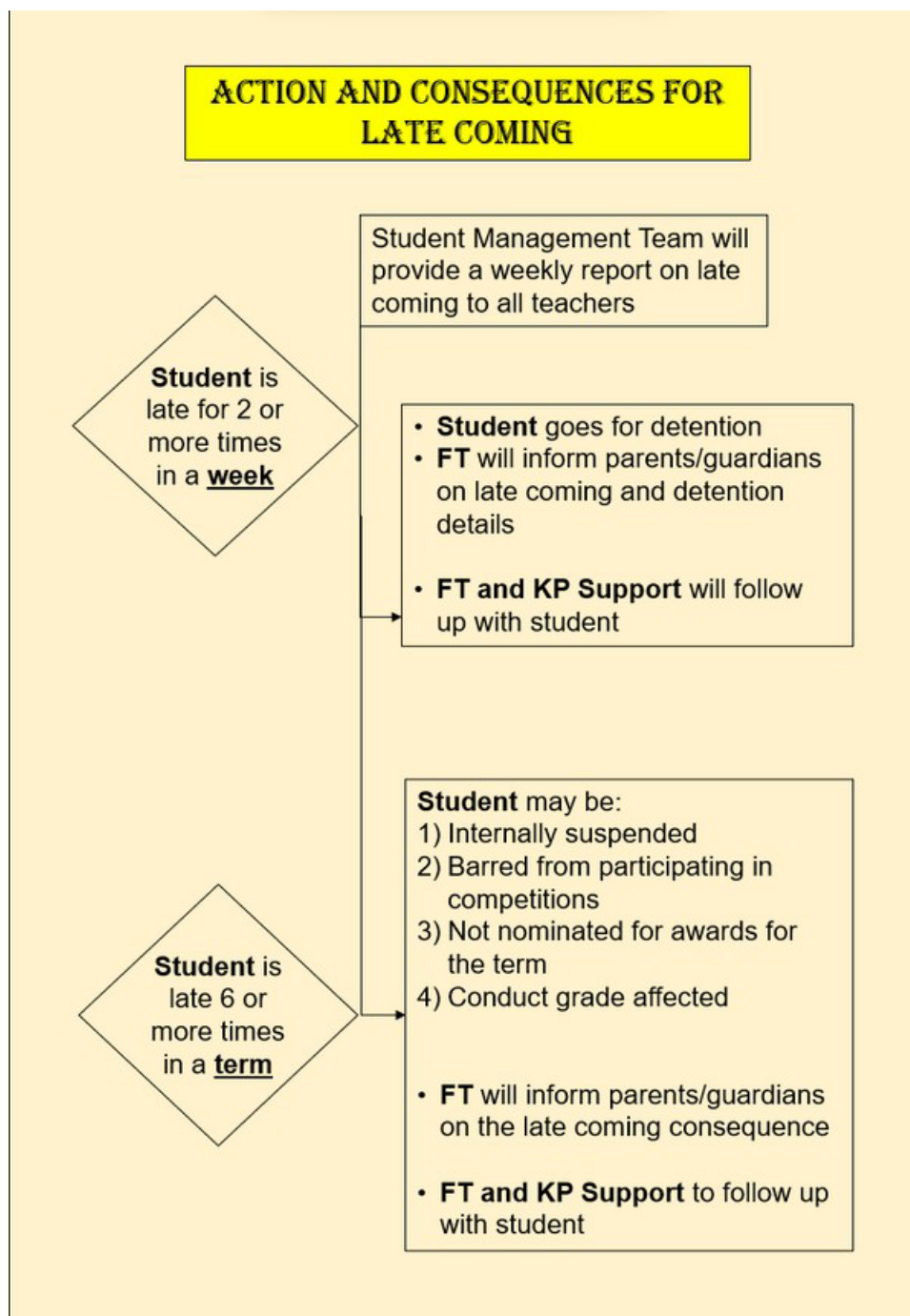
# Student Management

## Late coming and Mobile Phone Policy

This document outlines the implementation of a comprehensive Mobile Phone Policy and a Standard Operating Procedure (SOP) for addressing student latecomers at Outram Secondary School. The primary objective of these initiatives is to create a more focused and effective educational environment by minimizing distractions.

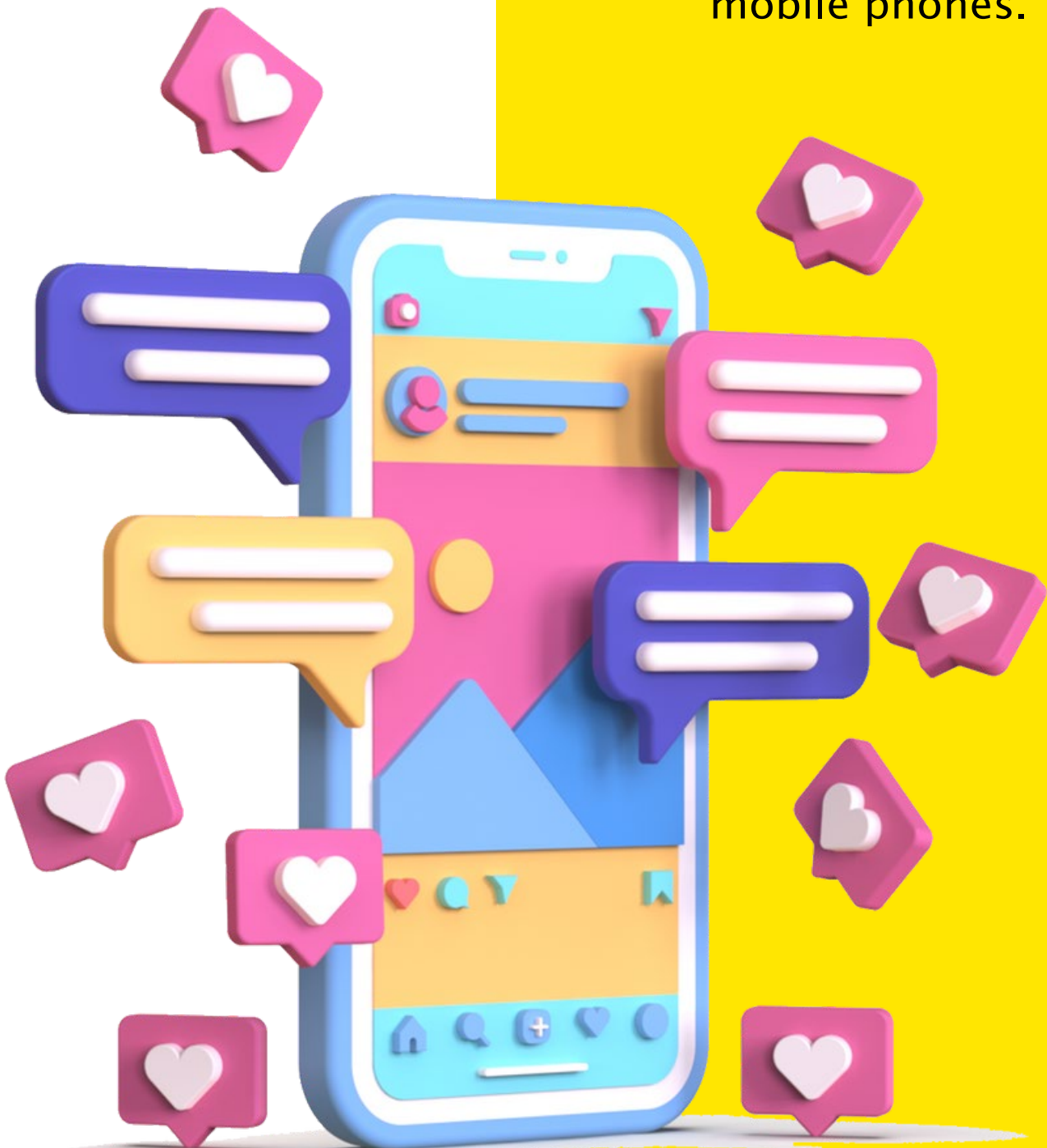
# Late coming

The Late coming policy aims to establish clear guidelines and consequences for tardiness, promoting a culture of responsibility and respect for the school schedule. Together, these measures will contribute to a more disciplined and conducive learning atmosphere



# Mobile Phone Policy

The purpose of this mobile phone policy is to enhance the educational environment and ensure that all students can focus fully on their studies and school activities without the distraction of mobile phones.



# Mobile Phone Policy



## Step 1

- Form teachers will collect all mobile phones after morning assembly.



## Step 2

- Phones will be placed in an empty locker outside respective classrooms



## Step 3

- Each phone locker will be secured with a lock only accessible to teachers.



## Step 4

- Phones will be distributed to students after their last period

Students are encouraged to engage more deeply in their learning, participate actively in class, and interact face-to-face with peers and teachers. This policy aims to foster a more focused, respectful, and collaborative school environment, free from the interruptions and potential misuse associated with mobile phones. At the end of the school day, phones will be returned, allowing students to reconnect with their personal lives. This approach balances the need for digital connectivity with the imperative of maintaining an optimal learning atmosphere.

# FAQs

## Question

## Response

Why is the school implementing this mobile phone policy?

The policy is designed to create a focused and distraction-free learning environment. By reducing the presence of mobile phones during school hours, we aim to enhance student engagement, improve academic performance, and foster better social interactions.

What if a student needs to contact their parents during the day?

Students can use the phone in the General Office phone to contact their parents in case of emergencies. Parents can also call the school GO if they need to reach their child.

Where will the phones be stored, and how will they be kept safe?

Phones will be collected and stored in a secure, locked location in each classroom locker. Only authorized staff members will have access to this storage to ensure the phones' safety.

What happens if a student forgets to surrender their phone at the beginning of the day?

If a student forgets to surrender their phone, they should do so as soon as they remember. If a student is found with a phone during school hours, the phone will be confiscated, and appropriate consequences will be applied.

Can students use their phones during recess or lunchtime?

No, the policy requires that phones be surrendered for the entire school day, including recesses and lunchtime, to maintain a consistent environment free from distractions.

What are the consequences for not complying with the policy?

Consequences range from verbal warnings and phone confiscation to detentions and meetings with parents, depending on the frequency and severity of non-compliance.

How does the school address concerns about student privacy and property?

The school takes student privacy and property very seriously. Phones will be stored securely, and access will be limited to authorized staff.

Can parents opt their child out of this policy?

No, this policy applies to all students to ensure fairness and consistency. However, parents with specific concerns are encouraged to discuss them with the school.

How will the policy be enforced?

Teachers and staff will be responsible for collecting phones at the start of the day and ensuring compliance. Regular reminders and clear communication will support consistent enforcement of the policy.

# FAQs

## Question

## Response

What happens to the phones of latecomers?

Latecomers are to surrender their phones at the security post. Phones will be kept in a labelled ziplock bag and students will be issued with a phone collection slip. They will collect their phones from the HOD room at the end of their school day.

What if the last lesson is MT / banded class where students go to split venues?

Students will return to their classroom at the end of day and the Form teacher in the classroom will retrieve and return the phones.

What if students in a class do not end at the same time?

Students to retrieve their phones from an assigned staff member who will give out the phones.

What if students need to leave school earlier?

Students will fill in the early dismissal form and wait at the GO while a staff will retrieve the phone.