



BELVOIR
A PRIORY ACADEMY

Academy-specific information	
Where should a phone/device be stored during the day?	Students are able to keep phones on them but they should be stored out of sight. Students are encouraged to ensure that phones are placed in their bag before they enter the academy.
At the start of the day, when should a phone/device be switched off and stored away?	The academy uses a 'Gate to Gate' routine with students. All phones should be switched off before they come onto the academy site.
At the end of the day, when can a phone/device be used?	Phones can be used once students leave the main gates via the front of school or the access gate located at the rear of the academy.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment e.g. monitoring diabetes, parents/carers should first speak to:	The Pastoral team or a member of 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
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?	<ul style="list-style-type: none"> • If a mobile phone is used, seen or heard on the Academy site, it will be confiscated and securely placed in 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 app. • If a mobile phone is used, seen or heard on the Academy site for a second time, it will be confiscated and securely placed in student reception. Parents will be required to collect the phone. You will receive a communication to inform you of this. • Further instances of inappropriate use of mobile phones result in students needing to hand their phones in each day for a period of time, which is then reviewed.

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The Priory Belvoir Academy is part of The Priory Federation of Academies Trust. For further information please contact:

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