



## **Valuables Guidance**

1. We strongly discourage all students from bringing any valuables to school including mobile phones, electronic games like PSP's, Kindles, laptops etc. The school may specify the use of certain valuable items for educational purposes.

2. If students do bring valuables to school against our recommendations, we will not accept responsibility for any loss, theft or damage.

3. If students do bring valuables to school, they must be turned off and kept in a secure place i.e. a locker. They must not be seen or heard anywhere on the school site during the school day (8.40 am to 3.30 pm) except where the school has given permission for educational purposes.

### **THIS INCLUDES BREAK AND LUNCH TIMES.**

The exceptions to this rule are that the Sixth Form are allowed to use mobile phones etc. when they go off site during lunchtime. Year 13 are also allowed to use mobile phones in the sixth form centre study area for educational purposes only. The Sixth Form are allowed to use laptops and tablets for educational purposes. The other exception to the rule relates to Years 7 - 11 students who use school approved devices in their lessons for educational purposes.

(Also, please note point 6 below).

4. If a mobile phone etc. is seen / clearly heard anywhere on the school site during the school day it will be confiscated.

5. When a phone is confiscated, it is held in the School Office. An email is sent home to the parents, students will serve an After School Detention and their mobile phone will be confiscated for the rest of the day. Students who have had their phone confiscated can collect it at the end of the same day from the School Office.

6. In the exceptionally rare case where a student's valuable has been confiscated for a second time a Senior Team detention is also issued as part of the punishment for not adhering to this Policy.

7. For an activity where students change and leave their possessions in a changing room, classroom etc. a valuables box will be available and offered to students by a member of staff. This box will be kept securely during the activity and students will be able to collect their valuables at the end of the lesson/session. In accordance with point 3 above ideally we would not expect students to put mobile phones etc. in a valuables box. It is intended for watches, wallets etc. However, if for a particular reason a student has a mobile phone etc. when they are changing for an activity during the school day or for an extra-curricular activity, they should be encouraged to put the item in the valuables box.

8. Students will be encouraged to use the valuables box but it is each individual student's responsibility to hand in his valuable possessions at the beginning of a lesson/session and to