

Device / mobile phone is seen or heard

Yes

Teacher sends student to front office with pink slip to hand in device

Student does not comply

Teacher refers to HT

Teacher enters on Sentral

Yes

HT sends student to front office with pink slip to hand in device

Student does not comply

HT calls home

HT refers to DP for Formal Caution & Reflection Room

Student complies

Is this the 1st time?

Yes

Device collected by student at end of day

SASS enters on Sentral and contacts parent

No

Is this the 2nd time?

Yes

Device collected by parent at end of day

SASS enters on Sentral and contacts parent

No

Is this the 3rd time?

Yes

Device collected by parent at end of day

SASS enters on Sentral and contacts parent

SASS notifies DP for Formal Caution & Reflection Room

Device & Mobile Phone

