



Mayfield Community School

Phone Policy

After mid-term break, students will be given phone storage pouches in order to comply with a Department of Education and Youth Circular. Students are to use these to store their phones during the course of the school day. These have been paid and provided for by the school and there will be a charge if a student's pouch is lost or damaged. This is a brief summary of the new Phone Policy.

- ***Phones must be placed into their pouch and locked on entry into the school building in the morning.*** (If a student has forgotten their pouch a spare one will be supplied by their Year Tutor or Deputy Principal for the duration of the day)
- Phones will remain locked in the pouches for the full duration of the school day and students will unlock the pouches when leaving the building at 3:45
- If a student is leaving early then the office will open their pouch when they are signed out by a parent or guardian.
- This applies also to field trips and matches.
- If a student is found with a phone that is not in a pouch the following steps will take place:-
 1. The first time the teacher will ask them to place their phone in a pouch and this will be logged on Vsware. The Year Tutor will send a text home informing Parent/Guardian of this.
 2. If a student is found with a phone outside of the pouch again this will be logged on Vsware and a meeting will take place with the student, Parent/Guardian, and the Deputy Principal.
 3. If a student is found with a phone not in their pouch for a third time they will be suspended.
- Students who do not follow the instructions of staff will be dealt with through the code of behaviour.
- ❖ If a student needs to contact home during the day they can do so through the main office or through their Year Tutor.
- ❖ If a parent needs to contact a student during the school day the easiest way is through the main office at 021 4506855. You can also contact their Year Tutor through the following email address.
 - Mr McMurtry (Year 1) - jmcmurtry@mayfieldcs.net
 - Ms Peters (Year 2) - mspeters@mayfieldcs.net
 - Mr Bonass (Year 3 & 5) - ebonass@mayfieldcs.net
 - Mr Farrell (Year 4 & 6) - ifarrell@mayfieldcs.net
 - The Vsware app can also be used to contact Year Tutors and submit absence notes, late explanations, etc.