

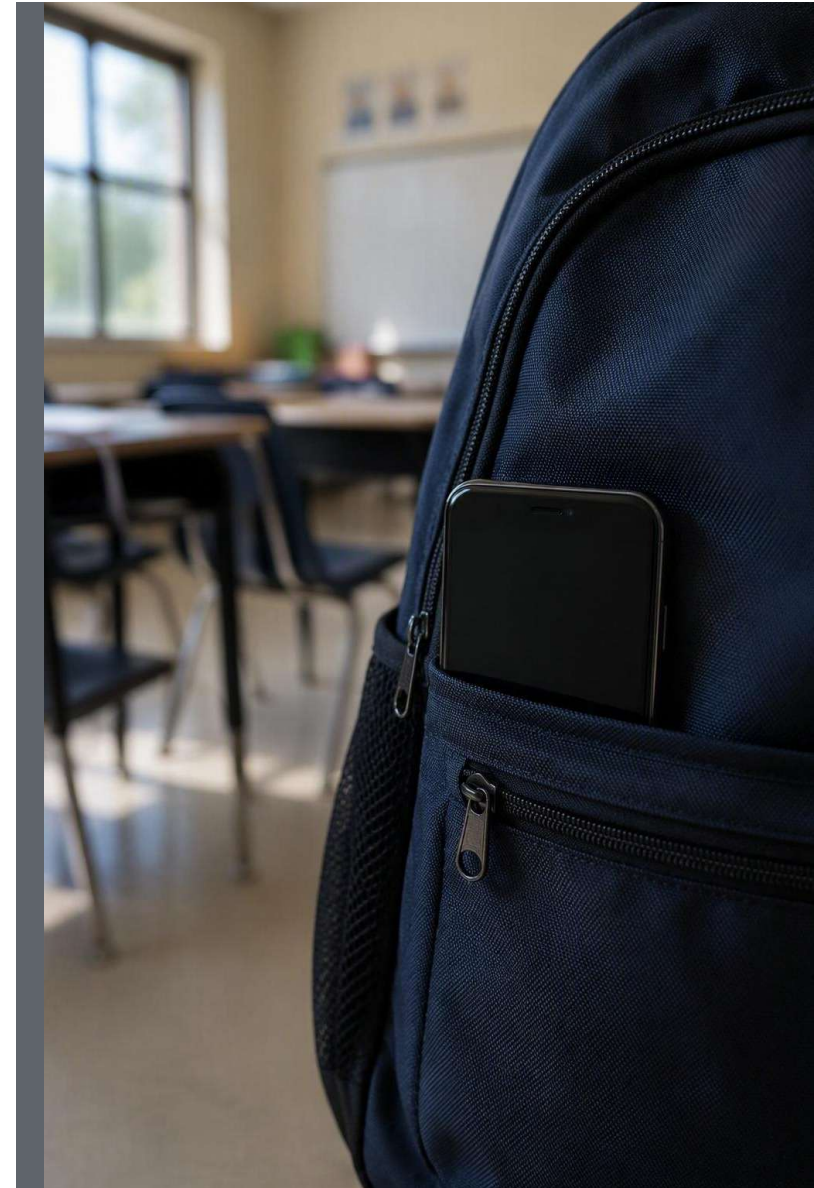


WHĀNAU GUIDE

The SHC Phones Process

What phones away looks like at school — and what happens if your student is caught using theirs. Simple, fair, and the same for every student.

Phones away for the day • 8.45am - 3.20pm



THE RULE

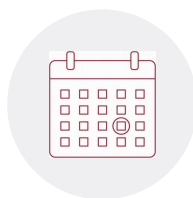
Phones Away for the Day

Your student's phone is turned off and in their bag for the whole school day — including trips, camps and rehearsals.



Off & in bags

Phones stay switched off and out of sight during the school day.



8.45am - 3.20pm

This applies through all school hours, including off-site trips.



A legal requirement

Education (School Boards) Regulation Act 2020, Section 22.

Why it helps: phones away helps everyone focus on learning and know what to expect.

WHAT HAPPENS

If Your Child Is Seen Using Their Phone

Here is what happens, the same way every time — so there are no surprises.



Remind

A teacher reminds them of the phone expectation.



Check exemption

They'll be asked to show their exemption card, if they have one.



Hand it over

With no exemption, they'll be asked to hand their phone over.



Hand to office

It's kept safely at the office for you to collect on Friday 3.30pm.

GETTING IT BACK

How to Collect the Phone

If a phone is handed in, here's exactly how and when you can collect it.



Kept at the office

The phone is stored safely and securely at the school office.



Friday, 3.30pm

Phones are ready to collect from the office on Friday at 3.30pm.



A parent collects it

A parent or caregiver picks it up — just arrange a time that works.

Good to know: the phone is looked after carefully until it's collected — nothing to worry about.

GOOD TO KNOW

Exemptions & Exceptions

Some situations are handled differently. Here's when your student may have their phone out.



Event lanyards

Students collect an exemption lanyard from SLT for events, assemblies and rehearsals.



Phones for a lesson

Sometimes a class needs phones for learning — the teacher will let them know.



Always ask first

Not sure if it's allowed? Students should check with a teacher first.

Remember: outside these situations, phones stay off and away for the whole school day.

IF YOUR STUDENT REFUSES

When a Phone Isn't Handed Over

Staff stay calm and support your student with clear, respectful choices. If a phone still isn't handed over, the same steps continue level by level.



Green level - Staff member

A teacher offers your student two choices: hand the phone over now or talk it through with their Dean.

Then if it's still not handed over, staff note it in Kamar and the Dean follows up.



Orange level - Deans

The Dean reminds your student of the phone process and offers the same two choices: hand it over or have SLT follow up.

Then if it's still not handed over, Dean will contact home, note it in Kamar, and involve SLT.



Red level - SLT

SLT explains your student has already had two chances. They can hand the phone over, or they can phone home to explain why they're being sent home.

Then if it's still not handed over, SLT will call home and arrange for your student to head home for the rest of the day. A re-entry meeting will be arranged with the Principal.

Keeping you informed: we record each step and will contact home whenever the process reaches the orange or red level. If a student is sent home at the red level, a re-entry meeting with the Principal is required before they can return.

AT HOME

Supporting This at Home

A few simple ways whānau can back the phones-away routine and help it stick.



Talk it through

Chat about why phones are away for the day so the routine makes sense and feels fair.



Agree on a contact plan

Need to reach your student during the day? Phone the school office rather than their cell phone.



Model the habit

Set phones aside at home too, at dinner or homework time, to reinforce the same expectation.

Remember: small, consistent support at home makes the school day easier for everyone.

QUESTIONS FROM WHĀNAU

Frequently Asked Questions

Quick answers to the questions parents and caregivers ask us most.

How do I reach my child urgently?

Call the school office on 04 566 1089 and we'll pass a message to them straight away. Or contact your student via their school email.

When and how do we collect a phone that's been handed in?

From the school office on Friday at 3.30pm. A parent or caregiver signs it out.

What about smartwatches and earbuds?

These count too. Smartwatches, earbuds and similar devices stay switched off and away during the school day.

What if my child needs their phone for a medical reason?

Arrange an exemption with SLT. Approved students carry an exemption card and may use their phone as needed.

Does the rule apply at lunchtime and on trips?

Yes. Phones stay off and away for the whole school day, including breaks, camps and off-site trips.

Still have questions?

Contact your student's Dean or talk to an SLT member.
Call the office on 04 566 1089 or email
College@sacredheartcollege.school.nz.

QUICK REFERENCE



Consistent. Restorative. Predictable.

The same steps every time, so you always know what to expect.

1

Remind

2

Check exemption

3

Hand it over

4

Hand to office

Not sure? Talk to your student's Dean or an SLT member if you have any questions or need support.

School office: 04 566 1089 · college@sacredheartcollege.school.nz