

CONFISCATION POLICY

This policy is based upon the following principles and understandings:

- Students are trusted to familiarise themselves with our expectations about what they can and cannot bring to lessons.
- Teachers inform students about what will happen if they don't do what is expected of them. All teachers have this responsibility, in addition to applying agreed sanctions.
- Students are encouraged to be independent and to take responsibility for their own possessions. This is part of their general education.
- Our Sha Tin College Code states that we believe interfering with other people's belongings is wrong.
- Confiscation of property is not something that either teachers or students want to happen. It will only occur as a last resort.

How the policy works:

- Teachers will immediately confiscate anything that is dangerous or which they think might be a health and safety risk to others.
- Teachers will verbally warn students.
- Teachers will write in the student Diary or send an email 'Cause for Concern' to the Tutor.
- Teachers will confiscate an item after the third warning OR if the teacher judges that the situation justifies a confiscation.
- The confiscated item must then be locked either in a Head of Department/Head of Faculty drawer or filing cabinet or left with a member of the SLT. The item should then be handed back to the student at the end of the lesson or day, whichever is most convenient. *N.B. Confiscated items are the responsibility of the teacher who confiscates them.*
- Teachers may decide that further action needs to be taken with students for inappropriate behavior, if necessary.

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