



Mobile Phone Policy

Introduction

This policy is designed to create a focused, respectful, and distraction-free learning environment for all pupils. By adhering to these guidelines, we ensure that the personal use of mobile phones does not interfere negatively with the learning experience, the social development of young people or the school's sense of community.

This policy should be read in conjunction with other school policies, particularly the following policies

- Addressing Bullying
- Child Protection (Safeguarding)
- E-Safety
- Promoting Positive Behaviour (PPB)
- Social Networking
- Educational Visits/Trips/Tours

1. Mobile Phones

a. General Expectations

- **Neither Seen, Heard or Used:** Mobile phones are not to be visible or used at any time during school hours including class time, break-time, lunch, and transitions between classes. Phones must remain out of sight or in pupil lockers or school bags.
- **Safety:** Pupils bring mobile phones to school at their own risk. Phones must be in a good state of repair. Devices with damaged screens or outer casing are a health and safety risk to pupils and staff and should not be brought into school.

2. Mobile Phone Usage

a. Before and After School

- Pupils may use mobile phones before the official start of the school day i.e. 8.55am and after the end of the school day i.e. 3:25pm.
- During these times, pupils are still expected to use their phones responsibly and respectfully.

b. During School Hours

- **Classrooms:** Phones are not allowed to be visible or used in classrooms. Use for Learning & Teaching is subject to teacher/school guidance. For example, a teacher may ask pupils to use their device for a focused and time limited learning activity during a lesson or to access cover work on Google Classroom.
- **Corridors and outside/between buildings on the campus:** Phones are to remain out of sight in school corridors and outside during class transitions

or toilet breaks.

- **Breaks During Class:** Pupils who are excused from class for a toilet break or other reasons will be asked by the teacher to leave their phone on the teacher's desk.
 - **Lunch and Breaks:** Pupils may not use phones during break or lunchtime. This time is intended for social interaction and relaxation away from screens.
 - **Toilets and Common Areas:** Phones are not to be used in the toilets or common areas such as circulation areas, library or canteens.
 - **Sixth Form Centre:** Phones may be used by Sixth Form pupils in the Sixth Form Centre at break, lunch and in the Common Room during assigned periods. Phones may not be used during study periods.
- c. During School Trips:**
- **Day Trips:** Phones are not allowed to be visible or used unless permission is granted by the supervising staff. This policy applies on all day trips.
 - **Residential Trips:** The Educational Visits/Trips/Tours Policy requires pupils to abide by all school policies and the sanctions that may be imposed due to improper use of phones are described in the PPB Policy. Permission for the use of mobile phones rests with the supervising staff.
- d. Emergency Situations:**
- In case of emergencies, pupils may request permission from a teacher or staff member to use their mobile phones in a supervised area.
 - Parents and carers who need to contact their child during school hours should do so through the school office.
- e. Consequences for Misuse:**
- The school community will be made aware of this policy and it will be available on the school website.
 - Pupils will be informed of the following process at the beginning of the school year 2025/26.
 - If a pupil's phone is seen, heard or used, it will be confiscated by the teacher who sees, hears or witnesses the phone being used. The only exceptions are cited in this policy.
 - The phone will be placed in an envelope with the pupil's name on the outside. The phone will be taken to the school reception by the confiscating teacher as soon as convenient for the teacher, but before 3.25pm when possible.
 - The teacher will record the confiscation on SIMS.
 - The pupil's parent/carer will be informed by automated text message.
 - The pupil may collect the phone from the school reception
 - after 3.25pm on most occasions
 - at 3.20pm if they have an early bus
 - at 2.35pm on Games days for Years 9 to 14
 - other times if the pupil is leaving school, for example, for a CALP lesson, home study, appointment etc.
 - If a pupil's phone is seen, heard or used for a second time in the same half-

term period a detention will be issued by the Pastoral Leader.

- Continued misuse may lead to a more serious sanction depending on the nature of the misuse.

f. Parent and Carer Support:

- **Communication:** Parent/carer consultation showed 82% support for the "Mobile Phones should neither be Seen, Nor Heard" policy. Parents/carers are asked to reinforce the policy's importance with their children and avoiding contacting them directly during school hours.
- **Emergency Contacts:** Parents should contact the school office in the event of an emergency, and the school will promptly deliver the message to the pupil.

g. Exceptions:

- **Medical or Special Needs:** Pupils with medical conditions or other special circumstances that require the use of a mobile phone must have prior approval from the school and this will be in the pupil's individual medical plan.