



## Mobile Phone Policy

### Rationale

- Mobile phones are part of modern society and the majority of pupils own a mobile phone. We understand that many pupils will carry a mobile phone in order to contact parents or carers before or after school.
- However, mobile phones can lead to several problems in school, for example bullying, disruption to lessons and inappropriate internet usage.
- As a school, we strongly encourage our pupils to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile phones.

### Purpose of the policy

- To ensure that staff, pupils and parents are fully conversant with the policy and understand the reasons for the policy.
- To support our behaviour management policy which aims for outstanding behaviour and safety of pupils across the school.
- To ensure that pupil welfare and safeguarding incidents associated with mobile phones are minimised.

### Rules

#### **For pupils in the Junior School (Reception to Year 6):**

1. Pupils in Years 5 and 6 are allowed to bring mobile phones into school. However, they must be left at the Junior School Reception immediately on coming into school and collected on departure.
2. In exceptional circumstances, and with permission from the Head of the Junior School, pupils in other groups may bring a phone into school but these must also be deposited in the Junior School Reception.
3. Other than in the above circumstances, no mobile phones are allowed in school.

#### **For pupils in the Senior School (Years 7 to 11):**

1. Mobile phones must remain switched off during school hours (8.30am–4.00pm). This includes break and lunchtime. Pupils can keep their phone in their locker or in their blazer pocket.
2. Any pupil seen with their mobile phone during school hours will have their phone confiscated. Phones must not be seen or heard.
3. Within lessons, and with the *express* permission of the teacher, pupils may be allowed to use their phones for learning or research purposes.
4. Although mobile phones can be used after 4.00pm, they should never be used in toilets, changing rooms or in the swimming pool area.
5. Confiscated phones will be taken to Reception by the member of staff confiscating the phone, where it will be kept safe.

6. Following the first and second confiscation, pupils will be allowed to collect their phone at the end of the day. This will be recorded so that parents can view the sanction on Firefly. On the second confiscation, the pupil will be given an after school detention.
7. If a pupil has their phone confiscated for a third time, they will be required to hand it into Reception when they come into school and then collect it between 4.00pm and 4.30pm. This will continue until the end of the half term, or an agreed length of time if the 3<sup>rd</sup> incident is close to the end of a half term.
8. If a pupil needs to contact home, they will be permitted to use their phone in the presence of a member of staff or they may use the School phone.
9. If parents need to contact their child, they should call Reception, who can arrange for a message to be passed on.
10. Mobile phone use on trips will vary depending on the nature of the visit. Clear guidelines around the use of mobile phones will be given before any visit or trip.

**For students in the Sixth Form (Years 12 and 13):**

1. Within the Sixth Form corridor *only*, students may access their mobile phones at break and lunchtime. However, they should not access their phone at other times or elsewhere around the School.
2. When walking around the School, phones must be kept out of sight.
3. Within lessons, and with the *express* permission of the teacher, students may be allowed to use their phones for learning or research purposes.
4. Although mobile phones can be used after 4.00pm, they should never be used in toilets, changing rooms or in the swimming pool area.
5. If a student fails to observe these rules, their phone will be confiscated and taken to Reception by the member of staff confiscating the phone, where it will be kept safe.
6. Persistent violation of these rules will result in further restrictions being placed on a student's access to their phone.
7. Mobile phone use on trips will vary depending on the nature of the visit. Clear guidelines around the use of mobile phones will be given before any visit or trip.

<b>Reviewed by:</b>	Mr Evans – Deputy Head (Pastoral)		
<b>Date of last review:</b>	June 2021	<b>Date of next review:</b>	April 2023