



Prince Henry's Grammar School  
COLLABORATIVE LEARNING TRUST



# MOBILE PHONE POLICY

The use of mobile phones in school can cause unnecessary parental concern, contribute to sophisticated and nasty bullying and negatively affect structured and focused learning. In some cases mobile phone use within secondary school environments has created serious child protection concerns. In consideration of this, and with the Government Safeguarding Agenda high on every school's list of priorities, Prince Henry's chooses to operate clear but tough mobile phone guidelines and sanctions. This policy reflects government guidance, is regularly reviewed with governors and has been in operation at the school since 2011.

## **Policy**

Mobile Phones should be switched off and out of sight from the moment students enter the school grounds in the morning until they leave the school building at 3:00 p.m.

It could be considered unreasonable to expect students not to carry a mobile phone but we stress that students in our care are safe from the moment they enter the school grounds until the moment they leave. If a student should need to make a phone call within the school grounds they can either:

- Ask a member of staff if they can use the school phone network.
- Ask a member of staff if they can switch their own phone on and make a call, or check their phone in an office away from other students.

Students should not be requesting phone calls and must not use any phone network in school unless the reason is supported by a member of staff.

## **Sixth Form**

Sixth form students should only use their mobile phone for calls in the quad area during break and lunchtime. When in the library or quad they can use music facilities but this must be through a headset and not on speaker phone. If they wish to use their phone outside these areas they must sign out and leave the site. If any element of this policy is not adhered to staff are expected to confiscate the phone. All other phone rules are in line with the general policy.

Mobile phones should not be used anywhere other than in the library or quad area. They will be confiscated if they are used outside these two areas. Any student walking around school with earphones in should be challenged and the earphones and attached mobile phone should be confiscated.

Sixth form students may be allowed to use mobile phones for music and data storage in lessons if individual teachers confirm this. They should not place them on show or remove them from their bag until they have been directed to by the member of staff.

Any sixth form student failing to hand a mobile phone over to a member of staff on request will be reported to a member of the sixth form team. The sixth form team will pursue this further.

## **KS3 & 4 Sanctions**

Any student mobile phone or ear phones that are visible inside the school grounds during normal school hours will be confiscated complete with the sim card, placed in an envelope and securely locked away. If the mobile phone is not seen but it is evident that a student, however discreetly, has used a mobile phone, or has not turned the phone off, we will

confiscate the phone complete with sim card. Students will be able to collect their mobile phone on Friday at 3 p.m. from the main office. Staff will not try to establish whether the phone is on or off when confiscating as it should be out of sight in a bag.

Students who refuse to hand the mobile phone over will be removed to isolation in line with the school policy on refusal. Once the phone is handed over school will keep it for the amount of time, Monday - Friday, that they would have kept it had it been handed over immediately.

We recognise that parents and carers may try to contact their child after school and that this could cause unnecessary worry if they are not aware the phone has been confiscated. With this in mind KS3 & 4 students will always be offered the chance to inform parents that their phone has been confiscated through the school phone network. In addition a standard email will also be sent clarifying the school policy and explaining that the phone has been confiscated.

**All phones held overnight will be clearly identified and stored in the school safe.**

### **Sixth Form Sanctions**

If a sixth form student is challenged about incorrect use of a mobile phone then the phone, complete with sim card, will be confiscated. The phone will be returned from the sixth form office at 3:00 p.m. that day.

If a student is challenged and refuses to hand over the mobile phone the member of staff will report this to the sixth form team. Any student refusing to hand their phone over to a member of staff will be excluded. Refusal is clearly highlighted in the sixth form planner as an exclusion offence.