



Mobile Phones Policy

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Mobile phones must remain switched off and out of sight during the school day and on the school premises.

What happens if a mobile phone is used during school hours?

Any student caught with their phone out during school hours will have their phone confiscated immediately and passed to a member of the student's pastoral team, the phone will need to be collected by the student at the end of the school day. The rule is "phones **must** be 'off and away.'" Students who need to contact a parent should gain permission from either pastoral staff or the Medical Office and ask to use one of the office telephones, or alternatively, granted permission to use a mobile phone.

For repeat offences during a half-term period, parents may be asked to collect their child's mobile phone from the school's Main Reception.

What happens if a student ignores our policy and procedures?

If a mobile phone is found at any time or is seen out at any time, the phone will be confiscated, and parents will be alerted by a Class Charts notification when a student's mobile phone has been confiscated. Students will be able to collect the phone at the end of the day from the pastoral office. If your child repeatedly chooses to ignore our expectations around the use of mobile phones, a member of our pastoral team will contact the Parent/Carer to arrange a meeting and an action plan to ensure the mobile phone is stored securely on site or alternatively, not brought onto the school premises.

Who has responsibility for the loss of a mobile phone?

Mobile phones and other electronic devices such as an iPad, are expensive items. If you trust your child to bring these items into school, please be aware that the school will not accept any responsibility for the loss of a mobile phone or any other electronic device etc. **Any mobile phone or electronic device brought on site are entirely at the student's own risk.**

When might my child be expected to hand their phone in to a member of staff in the pastoral team?

The following is a list of examples of when your child may be expected to hand in their phone to a member of staff in the pastoral team:

- If the student has a payback at the end of the school day.
- If the student has shared inappropriate material online via social media.
- If the student has received more than one mobile phone confiscation within a short period of time.

Apple watches and other Smart Watches

Apple watches and other smart watches compatible with iPhone or a similar device, will be subject to the same policy and procedures as mobile phones. The school will accept no responsibility for their loss or damage and if they are being used, they will be confiscated following the same procedures as for a mobile phone.

PE Faculty

To support students in caring for their equipment, the PE Faculty offer students the opportunity to place their valuable items in a secure valuables box. Please discuss with your child the importance of using this box to store their phone or other electronic devices during their PE lesson. **If a student does not hand in any personal valuable items and these are not stored securely in a valuables box, the school does not hold any responsibility if the personal valuable items go missing.**

Public Examinations

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For public examinations (GCSEs, A Levels, BTECs etc.) candidates must **not** have any electronic equipment in their possession – this includes mobile phones and all other electronic devices (examples include, but are not limited to, AirPods, Earphones/Earbuds, iPods, MP3/4 player or similar device, any type of watch, smart glasses or any other smart device). The only piece of electronic equipment that is sometimes permitted is a calculator. Students will be advised about the type of calculator they are permitted to use, if appropriate.

‘In their possession’ means having it on their person when the exam has started as indicated by invigilators. Devices must be left in bags outside of the examination room (but must be switched off). Some exams may take place in a room where leaving bags outside is not possible, in this instance mobile phones must be switched off and handed over to the invigilators, so not deemed to be in the candidate’s possession.

The Exam Boards are **extremely strict** on this rule. **If a candidate had such equipment in his/her possession during an exam, the candidate would be reported to the exam board for malpractice, which could result in a total loss of marks for that paper or possible disqualification from the examination.**

Should electronic devices be brought into the examination room, the school has a system for students to place any electronic devices that they have and place it in a plastic wallet which is then collected from them for the duration of the exam by

an exam invigilator. Any student who forgets or neglects to follow that procedure is taking a serious risk, which would be reported.

The best solution to this problem is to leave all such equipment at home on days when students have a public examination to complete or ensuring that all electronic devices are switched off and left outside of the examination room or handed to invigilators prior to the exam starting.

The following link is to the DfE Mobile phones in schools' guidance document:
https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf