



## **Mobile Phones Policy**

<b>Start Date:</b>	<b>Summer 2026</b>
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<b>Responsible Committee:</b>	<b>Education Committee</b>

Haileybury Turnford is a mobile-free environment and prohibits the use of mobile phones in school. This is essential in maintaining high standards of behaviour and ensuring that the school is a calm and safe environment for all students and staff. Haileybury Turnford prohibit the use of mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtimes and at any time whilst on the school premises.<sup>1</sup>

Mobile phones must remain switched off and out of sight during the school day and on the school premises and students should not access their mobile phone throughout the school day and on the school premises. Students must ensure their mobile phone is stored securely in their school bag or inside their blazer pocket. If the mobile phone is visible, it will be confiscated.

### **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 at all times.'" This rule includes before the school day, at any point during the school day and at the end of the school day whilst the student is on the school premises and includes any time a student may remain on the school premises for an after-school activity. The school site is identified as being inside of the internal gates nearest to the Main Reception area. Students who need to contact a parent or carer in an emergency situation, should gain permission from either pastoral staff or the Medical Office and ask to use one of the office telephones.

For repeat offences during a half-term period, students will be expected to hand in their phone at the start of the day, to their Pastoral Lead for a determined period of time.

If a phone is visible before leaving the school premises and outside of the main gates to the school the student will receive an immediate Red Card. The parent/carer will be notified and the student will be expected to have a one-hour payback (detention) the following day.

A Sixth Form student is expected to follow the same rules for mobile phones and other electronic and smart devices when in the main school building and areas.

### **What happens if a student ignores our policy and procedures?**

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<sup>1</sup> <https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools#fn:1>

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.

### **What happens during trips and visits outside of the school premises?**

The same Mobile Phones Policy is applicable for students who attend any trip or visit organised by the school, unless there is an emergency situation and the student is required to use the phone. Students are not permitted to have in their possession, their mobile phone during overnight residential trips. The Trip Leader will be responsible for ensuring student phones are collected and stored overnight in a central location. Arrangements for mobile phone use for trips and visits off the school premises will be communicated to students, parents and carers by the Trip Leader.

### **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 on a routine basis:

- 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.

### **Smart watches and other Smart Technology**

Smart watches and other smart technology 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 or are seen being brought into school, 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

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://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools#fn:1>