

Mobile Phone Policy (Whole School)

1. Purpose

The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly at schools. This Mobile Phone Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed.

In line with the Department for Education's latest guidance, WHGS is committed to creating a calm, safe and focused learning environment in which mobile phones do not disrupt teaching, learning or social interaction.

Mobile phones are **not permitted to be used at any point during the school day**. This policy establishes a clear and consistent approach: **mobile phones are banned from use and must not be seen or heard on site**.

Students, their parents or carers must read and understand the Mobile Phone Policy before beginning at the school. This policy also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

The Department for Education is clear that schools should prohibit the use of mobile phones throughout the school day, including during lessons, break and lunch times, to:

- Improve behaviour and attitudes to learning
- Reduce disruption in lessons
- Safeguard students from online harm
- Promote positive social interaction

At WHGS, we believe that removing mobile phone use supports students' academic progress, wellbeing, and safety. While parents/carers may wish their child to carry a mobile phone for travel purposes, this does not extend to permission to use it during the school day.

3. Responsibility

Students who bring a mobile phone to school do so **at their own risk** and must comply fully with this policy.

The decision to provide a mobile phone to their children should be made by parents or carers.

Parents/carers should be aware if their child takes a mobile phone to school.

The school takes no responsibility for loss, theft or damage of mobile phones brought on to site.

4. Acceptable Uses

Year 6 Pupils (Primary Phase)

Year 6 pupils who walk home independently may bring a mobile phone to school, with parental/carers agreement.

To ensure safe and appropriate use:

- Pupils must hand their phone to the school office immediately on arrival.
- All phones must be switched off before being handed in.
- Phones will be stored securely by the school during the day.
- Pupils must collect their phone from the school office at the end of the school day.

Mobile phones must not be used on the school site at any time during the school day.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

The school accepts no responsibility for students losing or having their mobile phones stolen while travelling to and from school.

Secondary and Sixth Form Students

Mobile phones must be switched off before entering the school site. Phones must be kept out of sight at all times, securely stored in bags. Mobile phones must not be seen, heard, or used anywhere on site, including:

- During lessons
- At break and lunch*
- In corridors, toilets, or outdoor areas
- During assemblies or enrichment

This rule applies to **all students in Years 7–13, including Sixth Form.**

****Students in Sixth Form are permitted to use their mobile phone during break and lunch and only when in the Sixth Form Cafe or the Flexible Learning Space.***

Parents/carers are reminded that in cases of emergency, the school Reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Sixth Form students should not use mobile phones in the lesson. Students are not permitted to listen to music during any time of the day. Phones should not be used for private study. All studying can be completed on Chromebooks available in the Flexible Learning Space.

Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

Exemptions will only be made in **exceptional circumstances**, such as:

- Medical need supported by documentation
- Specific safeguarding arrangements

All exceptions must be formally agreed in advance by the Principal/Head of School.

5. Unacceptable Uses

Mobile phones must not be used to access the Internet at any time on the school site.

Mobile phones should not be used to make calls, send SMS messages, take photos or use any other application during school lessons and other educational activities, such as assemblies.

Mobile phones are only to be used in the event of an emergency and with the permission of a member of staff.

On Educational Visits, guidance on the use of mobile phones remains the same as outlined in this policy; pupils must not use their mobile phones on an Educational Visit. This includes during transport on a coach or a school minibus.

The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.

Mobile phones must not disrupt classroom lessons with ringtones, music or beeping.

Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.

It is forbidden for students to “gang up” on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent. This rule also applies when pupils are on school trips or excursions.

It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced. Any incidents of this nature which occur outside school may result in the police being informed.

Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school.

6. Theft or Damage

Students should mark their mobile phone clearly with their names.

Students who bring a mobile phone to school should leave it locked away in their bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not ‘advertise’ that they have them.

Mobile phones which are found in the school, and whose owner cannot be located, should be handed to Main Reception in the Donner Centre.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

The school accepts no responsibility for students losing or having their mobile phones stolen while travelling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Lost and stolen mobile phones in the UK can be blocked across all networks making them virtually worthless because they cannot be used.

7. Inappropriate Conduct

Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal/Head of School. Under no circumstances should mobile phones be taken into any external examination. This includes those that are turned off within a bag or coat. Any student who is found in possession of a mobile phone will be reported to the appropriate examining body. This may result in the student’s disqualification from either that examination or all examinations in that series.

Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Principal/Head of School.

Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action as sanctioned by the Principal/Head of School. (It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal/Head of School is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police).

8. Sanctions

If a student's phone is seen or heard their phone will be confiscated by teachers and taken to reception. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present. After the second infringement the school will withdraw the agreement to allow the student to bring the mobile phone to school.

Failure to comply with the confiscation of a phone will be treated as a serious behaviour incident and the school behaviour policy will be followed.

As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

Policy Information and Review

Designated Lead Person/s	S Galloway, Vice Principal / Designated Safeguarding Lead
Reviewed	Annually
Date of last review and by whom	July 2026 – Ms S E Galloway
Nominated Governor (if applicable)	Mr Keith Platts
Ratification by Local Governing Body	
Next Review Date	July 2027

