



Mobile Phone Policy

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Introduction and Aims

Most people use mobile phones/other electronic communication devices (ECD) in a wide variety of settings and for added security when out and about. Here at Bramhall High, many of our students walk to school or travel significant distances by bus, meaning they may be travelling earlier or later than many of their peers. This is also the case for children attending before or after-school extra-curricular activities. Keeping children safe is our top priority. This is echoed by our parents/carers, the vast majority of whom, feel students should be able to bring mobile phones to school for the purposes of ensuring safety.

Whilst mobile phones have their place, especially in encouraging safe and independent travel of children, they can cause difficulties in school. Therefore, as part of our wider safeguarding and positive behaviour measures, we do not allow any mobile device use by students on the school site. Backed by government guidance and parental support, we have taken the decision to fully remove a student's access to a mobile device for the course of the school day, leading to a phone-free school. The government have stated in their official guidance, [Mobile phones in schools - GOV.UK](#), that:

"The Department for Education (DfE) expects schools to implement a policy whereby pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime."

To ensure this we employ the use of mobile phone lockers.

Mobile Phone Storage System

Lockers will be permanently fixed to the wall in each classroom. Lockers will be unlocked only at the start and end of the day in form. Classrooms will be locked when a teacher is not present.

Each locker will contain multiple individual compartments. Every student will be allocated an individual compartment for the secure storage of their mobile phone in form time.

The teacher will keep a record of all phones deposited each day.

Additional lockers will be available for:

- Reception
- Isolation
- Thrive
- SEN

Morning Collection Procedure

During form time, students put their mobile phone in their assigned locker compartment.

The Form Tutor supervises / guides and helps make sure phones are stored correctly.

The tutor keeps a record of each phone as it is handed in.

Students must place their phone in the correct compartment.

Once all phones are stored, the locker is locked for the day.

Phones stay in the locker all day unless there is a pre-approved reason to access them, such as a child goes home ill during the day

Late Arrival Procedure

Students Arriving Between 8:30am and 8:55am:

The student must place their mobile phone in the designated late-arrival locker on arrival.

The student will receive a 30-minute same-day late detention.

The phone can be collected at the end of the detention.

Students Arriving After 8:55am:

The student must hand their mobile phone in at Main Reception on arrival.

The student will receive a 30-minute same-day late detention.

The phone can be collected at the end of the detention.

Students signing in through Reception will be added to the Late Detentions List.

End of Day Collection

At the end of the school day, students return to their form rooms for a 10-minute form period.

During this time, students collect their mobile phones from their allocated locker compartments.

The collection process will be supervised by the Form Tutor. Students will be called up one by one.

Students are responsible for collecting their own device. No phone will be collected by any other student unless a parent or carer has given permission.

Any uncollected phones will remain securely stored within the locker system overnight and will be managed in accordance with school procedures.

Any phone being held as part of a late will be given back at 3:30pm after the same day late detention has been attended.

Any phone that has been deposited at main reception (as detailed in the exceptions below) can be collected from main reception.

Approved Exceptions

Students Leaving School Early:

Students who have a pre-arranged appointment and will be leaving school before the end of the day should attend Main Reception on arrival and hand their phone in for secure storage.

The phone can then be collected when they leave school for their appointment.

Students Attending Activities During the School Day:

Students representing the school in activities that require departure during the school day, such as sports fixtures, will hand their phone in at Main Reception on arrival at school.

Their phone will be stored securely throughout the school day.

Students will collect their phone when leaving school to attend the activity.

School Trips:

Students attending school trips may retain their mobile phone for the duration of the trip, as they are not on the school site during this time.

Students are expected to use their phones appropriately and in accordance with school expectations. Mobile phones form part of the school's trip procedures and may be required to support communication and safeguarding arrangements during educational visits.

Medical Exceptions:

Students who require access to a mobile phone for a medical reason will be permitted to retain possession of their device during the school day.

This includes, but is not limited to, students who use their mobile phone in conjunction with a medical device or application to monitor health conditions, such as blood glucose levels.

Medical exceptions must be agreed in advance and endorsed by a medical professional with the school and recorded appropriately. Students granted a medical exception are expected to use their device solely for the approved medical purpose and in accordance with any agreed support plan.

Monitoring and Compliance

Any student found in possession of a mobile phone after the morning collection process will be in breach of this policy.

The mobile phone will be confiscated and retained by the school for 1 calendar week (5 school days), unless the collection falls within a school holiday, such as the October half-term break, Christmas, Feb half-term break, Easter, May half-term break or the summer holidays, in which case the phone can be collected on the Friday.

At the end of the confiscation week the phone may be collected after 3pm at the main reception by the student.

Refusal to hand over:

If a student is found with a mobile phone in breach of this policy, staff will ask them calmly to hand it in. If the student is reluctant to do so, staff will take reasonable steps to resolve the situation and encourage cooperation. This may include contacting a parent or carer to explain the situation and ask for their support. If the phone is handed over following this support, the usual sanction listed above will apply.

If the student continues to refuse to hand over the phone after these steps, a 1 day suspension will be issued, beginning the following school session.

The school may apply further sanctions where appropriate.

Search and Screening

Where there is reasonable suspicion that a student is in possession of a mobile phone contrary to this policy, staff may conduct a search in accordance with the school's Search and Screening Policy.

If a student refuses a lawful search or screening process, they will be issued with a 1 day suspension.

If a mobile phone is discovered and surrendered following a search or screening procedure, the phone will be confiscated and retained by the school for five school days (1 calendar week). The phone may be collected by the student at the end of the fifth school day at 3pm.

If the student continues to refuse to hand over the phone after these steps, a 1 day suspension will be issued.

Home Contact

If families need to contact their children during the school day, they should do so through the school reception. Families will not communicate directly with children during the school day.

If students need to contact their families during the school day, they should do so through their Head of Year.

Students must ensure the connection between their smart watches and mobile device is not active during the school day.

Safety and Security

The school accepts no responsibility for replacing lost, stolen or damaged mobile devices; this includes mobile devices confiscated by staff. Students should mark any mobile device brought to the school clearly with their names.

Using mobile devices to bully and threaten other students, in or outside school, is unacceptable and will not be tolerated. Almost all calls, text messages, emails and social media messages can be traced. In some cases, misuse can constitute criminal behaviour and police may be informed.

It is unacceptable to use a personal mobile device to record, photograph or film any student or any member of staff. In some cases, this can constitute criminal behaviour and police may be informed.

Any student caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Headteacher. In public examinations such behaviour must be reported to the examination board and will potentially result in disqualification from the series examination.

Members of staff

- Members of staff are permitted to bring their own mobile devices to work.
- Members of staff must not use their personal mobile devices during lessons, whilst on duty, or whilst otherwise engaged in the supervision of students, except in exceptional circumstances.
- Members of staff must not use personal mobile devices to photograph, film, or record students.
- The school provides school-issued devices to staff. These remain the property of the school and must be surrendered for inspection upon request.

- The school reserves the right to approve personal mobile device use by staff in certain circumstances.

Visitors to the school

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to all adults if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair)
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils
- Not using the phone on corridors
- Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Roles, Responsibilities and Reviews

Staff:

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Deputy Headteacher (Behaviour) is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Governors:

The school will report on the effectiveness of the policy to governors termly and this will be reviewed if further action is required.