

**School Policy on Use of Mobile Phones**

The school discourages pupils from bringing mobile phones to school. However, if a parent / guardian feels that it is necessary for a child to have a mobile phone on their possession, the following must be adhered to:

* It must be kept switched off at all times;
* It must not be visible at any time, and therefore must not be produced in or out of class (including break and lunch time). This rule applies from the moment a pupil enters the school grounds in the morning until they leave school premises.

If it is necessary for a member of staff to confiscate a mobile phone on the first occasion, it can be collected by the pupil at the end of school **not before 3:30pm** from the Year Teacher. The pupil will also be given this policy to write out in a break-time detention.

If a phone is confiscated on a second occasion, a further break-time detention will be issued and the phone must be collected by a parent or guardian not before 3:30pm.

Non-compliance with the above procedure will result in an immediate escalation of sanctions.

If parents need to contact their child, this should be done via the school office. Pupils may not use this as an excuse for using their phones.

Unique guidance on the use of mobile phones during school trips and other events which may take place outside of school grounds, such as sporting fixtures, will be issued in each individual case.

**The school takes no responsibility for loss or damage of mobile phones at any stage.**

**Parents / guardians are asked to ensure that their children comply with this policy.**