



Cambridge House Grammar School

Mobile Phone Policy

Signed:  Chair of Board of Governors

Signed:  Principal

Reviewed 15th January 2025

This policy should be read in conjunction with the following policies:

- a) Behaviour for Learning Policy
- b) Anti- Bullying Policy
- c) JCQ publication: Instructions for Conducting Examinations
- d) JCQ publication: Suspected Malpractice: Policies and Procedures

1. Rationale

- i. Guidance issued by the Department of Education in September 2024, states that *“the personal use of pupil mobile phones and other similar devices should be restricted during the school day for the vast majority of pupils. This includes during lunch and recreational periods.”* The Guidance points to *“significant and growing evidence of the positive impact of such an approach, which has been implemented in a significant number of countries. Both the United Nations Educational, Scientific and Cultural Organisation (UNESCO) and the Organisation for Economic Co-operation and Development (OECD) have recognised that the use of digital devices such as mobile phones for leisure during the school day can negatively impact students’ academic performance.”*
- ii. The Department also highlighted increasing concerns regarding the impact of mobile phones on children and young people’s development and the impact of phones on children and young people’s mental health and wellbeing.
- iii. Following consultation with staff, parents and pupils, Cambridge House Grammar School is adopting a policy where pupils keep possession of their personal mobile devices, however, they are never used, seen or heard during school hours, including during lunch and recreational periods. The mobile device is switched off at the bottom of the school bag; not in a blazer or trouser pocket, where pupils can be easily distracted by incoming notifications on their phones.

2. Expectations Regarding the use of Mobile Devices in School

- i. Pupils' phones must be switched off and out of sight whilst on the school premises, between 09:00am and 3:20pm, unless the use of the device is officially sanctioned by a member of staff.
- ii. Pupils' phones are not permitted to be used between classes, at break or at lunch time. This includes the use of earbuds/airpods playing music from mobile phones.
- iii. Pupils are not permitted to use their phones in the toilets or in the changing rooms, during the course of the school day.

3. Exceptional Circumstances

- i. If there is an exceptional circumstance such as a medical condition or Special Educational Need, a bespoke approach will be reached in agreement with the parent/carer, depending on the need of the student. e.g., a pupil with diabetes may need access to their phone for medical reasons.

4. Use of mobile technology for educational purposes.

- i. Mobile phones may be used for learning and teaching and other educational purposes, if instructed by a teacher.
- ii. Sixth Form pupils in study classes may use their phones for educational purposes if permission is granted by the Study Supervisor.
- iii. Misuse of a mobile phone while being used for learning and teaching will lead to confiscation.

5. Sanctions

- i. Where a pupil is found to be using a mobile phone, (other than for educational purposes (see 4i) or in exceptional circumstances (see 3i) he/she will be instructed to turn it off and hand it over to the member of staff.
- ii. The member of staff will then at their earliest opportunity, record the incident on SIMS to notify parents, and bring the phone to the office where it will be placed in an envelope displaying the pupil's name and class and stored securely.

- iii. Parents/Carers will be contacted and instructed that they are required to collect the phone between 3.30pm and 4.30pm that day. *
- iv. If a pupil persistently infringes the policy, they will be sanctioned in accordance with the school's Behaviour For Learning Policy.
- v. Pupils who choose not to cooperate and hand over their phones, when asked to do so by a member of staff, will be sanctioned in accordance with school's Behaviour for Learning Policy.

* If a parent is unable to collect the phone from the office at the end of the day, the pupil must wait in school, under supervision, until 4:30pm at which time they can collect their phone from the office.

6. Use of mobile devices in public examinations

- i. Pupils are not permitted to bring mobile devices into an examination.
- ii. JCQ documentation states that : *“Possession of a mobile phone or other unauthorised material is not allowed, even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification”*.

7. Use of Mobile Phones by Members of Staff

- i. Staff are expected to model the best practice expected of students. Therefore, staff must ensure that their phones are not visible or being used in front of pupils other than for work related purposes or in an urgent/emergency situation. Staff can use mobile phones freely within staff areas.

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