

The Maynard School

Student Mobile Phone Policy

Independent Day School for Girls

MARCH 2025

This policy applies to all students from EYFS to KS4 inclusive and should be read in conjunction with the:

- Behaviour Policy**
- Wellbeing Policy**
- DfE's 'Mobile Phones in Schools Guidance' (2024)**
- Searching and Confiscation Policy**

CONTEXT: In the Department for Education's 2024 guidance on mobile phone use in schools the problematic nature of phone use and their clear guidance to schools was made evident.

Every school has a duty to create an environment that is calm, safe, and free from distraction so all pupils, whatever their background, can learn and thrive. One of the greatest challenges facing schools is the presence of mobile phones.

Mobile phones risk unnecessary distraction, disruption, and diversion. One in three secondary school pupils report that mobile phones are used in most lessons without permission. This not only distracts the single pupil using the phone, but disrupts the lesson for a whole class, and diverts teachers' efforts away from learning. We owe it to our children to do what we can to remove distractions and enable them to be fully present and engaged in the classroom.

We also owe it to our pupils to keep them safe at school. One in five pupils have experienced bullying online. By removing mobile phones from the school day, we can create a safe space where pupils are protected from the risks and dangers associated with social media and cyber-bullying, as well as the peer pressure and stigma associated with owning what are often expensive devices. This is why we are determined that all schools should prohibit the use of mobile phones throughout the school day – not only during lessons but break and lunchtimes as well.

At *The Maynard School* we place wellbeing and a feeling of safety at the heart of our approach; we want our students to feel safe in our environment and for this environment to be one of learning and wellbeing without unnecessary distraction.

Aims: To create a safe, phone free environment in where pupils can be free from the distraction, pressures, and dangers of social media and online abuse.

We ask parents to support us in this by managing their daughter's use of their mobile phone at home.

Definitions:

Within this policy, the term 'phone' refers to a mobile telephone, which could be either:

- a. A smartphone
- b. A 'brick' phone which does not have access to the internet, nor a built-in camera.

1. Introduction

1.1 Purpose: To promote safe and responsible use of phones, minimise distractions, and support the school's other policies, e.g., Safeguarding and Child Protection, Behaviour Management, Anti-Bullying, and Acceptable Usage (pupils) policies.

1.2 Goals: To ensure phones are used appropriately, reduce potential for lesson disruption, and protect pupils from online risks and incidents or behaviours that may be harmful to their wellbeing.

1.3 Methodology: this policy has been developed following a review of research and in the light of new UK government guidance (February 2024). The school has engaged with pupils, parents, and staff to create this policy. We are confident it reflects the changes necessary given current best practice and guidance and will review the policy annually with all stakeholders.

2. Roles and Responsibilities

2.1 Staff: All staff are responsible for enforcing this policy. They should regularly remind pupils of the rules and respond accordingly if a pupil does not follow them.

2.2 Pupils: Pupils must follow the policy and use their phones responsibly during the permitted times.

2.3 Parents: Parents should support the policy and ensure their child understands and adheres to it.

3. Use of Phones by Pupils

3.1 Junior School

- a. Pupils in the junior school are not permitted to have phone
- b. Unless there are exceptional circumstances, agreed by the headteacher, no junior school pupil is allowed a phone on day trips or residential.
- c. For exceptional circumstances, agreed by the Head of Juniors, some pupils may require a phone for the bus journey home.

3.2 U3-U5

- a. U3 and L4 pupils are not permitted to have a smart phone. The school recommends that if parents are going to purchase a phone for their daughter, that it is a 'brick' not a smartphone.

3.3 U3-U5

- a. Pupils' phones should not be 'seen' or 'heard' once they have entered the site.
- b. Pupils may use their phones when they have left the site at the end of the school day.
- c. Phones should not be used in changing areas or toilets or to contact home.
- d. During the school day, phones must be stored in bags or lockers and turned off.
- e. Failure to comply to the results will result in a sanction as stated in Section 6.
- f. Phones can be taken to late room; permission must be sought from the supervising teacher to contact home.
- g. On occasion phones may be used in lessons for Key Stage Four if instructed by the teacher for teaching until we move to devices for all pupils.

3.4 Sixth Form

- a. Pupils in sixth form can use their phones in the sixth form study centre, CV suite, Rose Garden (extended study zone) and on occasion in certain subjects with teachers' permission.
- b. Sixth form pupils must recognise the importance of being a positive role model to younger pupils.
- c. Phones should not be 'seen or heard' around school and suitable sanctions will be applied to pupils who abuse this privilege.

4. Off-site activities and fixtures

4.1 Fixtures and trips during the school day and after school

- a. U3 and L4 pupils are not allowed phones during the trip
- b. U4-U5 pupils are allowed phones for music and with teacher's permission

4.2 Trips (residential, outdoor activities and international travel)

- a. All trips will be risk assessed, and access to the phone will be decided by the trip leader and a member of SLT prior to the trip. Use of phones will be clearly communicated to both pupils and parents.

5. Other circumstances

5.1 Medical

- a. Where a pupil may need their phone for medical reasons e.g. monitoring blood sugar levels, they will be allowed to use their phone.

5.2 School Bus Routes

- a. Pupils are allowed phones whilst using school bus routes or late journeys home from trips, outside of normal school hours

6. Sanctions

a. On the first occasion, the phone will be confiscated for the rest of that day. Pupils can collect their phone from the reception at 4pm on the day it is confiscated/handed in. Parents will be informed, and the pupil will attend a lunchtime detention with a Head of Year.

b. On the second occasion, the phone will be confiscated for 3 school days*. Parents can collect it at the end of this period from reception at 4pm and an after-school detention (Thursday 4:00pm-5:00pm) will be issued with a member of the Senior Leadership Team. Whilst confiscated, the phone will be kept securely in reception.

c. On the third occasion, the phone will be confiscated for 5 school days*. Parents can collect it at the end of this period and a Friday after school detention (4.00-5.30pm) will be issued with the Headteacher.

d. Subsequent occasions will necessitate further confiscations and a meeting between the Headteacher, pupil and parents.

e. If a confiscation runs over a weekend, a parent should collect the phone from reception at 4pm on the Friday and the pupil will then need to hand in the phone on the following Monday morning before 8.30am to continue the period of confiscation. The parent would not then need to collect the phone again once the period of confiscation has lapsed.

f. Sanction totals and queries shall be recorded by the school's administrator and overseen by the Assistant Head. Sanction totals will be reset at the end of every term

7. Use of phones by staff

a. We believe staff should be role models and consequently should avoid using mobile phones in the presence of pupils. However, there will be work-related occasions when staff, in particular SLT and staff responsible for safeguarding may need to use a phone, e.g., to use an authenticator app, to take a register or to make an emergency phone call.

b. We expect parents and visitors to model the type of behaviour we expect of our pupils and staff. Consequently, where possible, parents should refrain from using their phone whilst on site. For safeguarding reasons, we ask parents not to use video and cameras on site (e.g., at school plays, concerts, fixtures, etc). Visitors will be reminded at the start of performances.

8. Communication

Parents have become increasingly reliant on communicating with their children at the end of the day, particularly those staying in school for an after-school club or in the library. This blurs the boundaries of when a pupil should be using their phone.

- a. The school encourages parents, where possible, to make clear arrangements prior to the school day to minimise any distraction to pupils while they are at school.
- b. If necessary, parents may pass important messages to their child via reception (8.00 am-5.30 pm). We will always try to pass the message on in a timely fashion.
- c. If pupils are unwell and need to go home, reception or the school nurse will call home. Please do not contact your daughter during the school day or return a call or message.

10. Further Considerations:

- a. Parents and carers need to be aware that whilst there are obvious benefits to students having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying, and inappropriate contact and content.
- b. Children who are concentrating on using their phone can have reduced general safety awareness which may result in accidents and/or injury if a child is not paying attention to their surroundings.
- c. If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the student be required to hand over the phone immediately to a member of staff and parents or carers will be asked to collect it from a member of the senior leadership team. In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to harm / danger the phone will be handed over to the DSL or Headteacher for further review in accordance with the Searching and Confiscation Policy.
- d. The school is not responsible for lost, stolen, or damaged phones

11. Monitoring and review

- a. This policy is reviewed annually by the SLT.
- b. Feedback from pupils, parents and staff will be considered during the review process to ensure the policy remains relevant

Policy Written by: LG	March 2025
Approved by: Governors	
Reviewed annually by: SLT	September 2025
Date for Review: SLT	September 2026



THE
MAYNARD
SCHOOL

Authorised by Governor	
Signed	
Dated	

Last Reviewed – March 2025.