

6.08.1 Student Mobile Phone Policy

Independent Day School for Girls

September 2026

This policy applies to all students and should be read in conjunction with the:

- Behaviour Policy**
- Wellbeing Policy**
- DfE's 'Mobile Phones in Schools Guidance' (2026)**
- Searching and Confiscation Policy**
- Children and Families Act (2014)**

CONTEXT: In the Department for Education's 2026 guidance on mobile phone use in schools the problematic nature of phone use and their clear guidance to schools was made evident.

All schools should be mobile phone-free environments by default; anything other than this should be by exception only.

All schools must have a behaviour policy that is aligned with the school's legal duties and standards relating to the welfare of children. This is essential in establishing and maintaining high standards of behaviour ensuring that the school is a calm and safe environment for all pupils and staff. As part of this policy, schools should develop a mobile phone policy that prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones (for example, the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime.

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:

- a. smartphones, basic mobile phones, smartwatches with communication capability, and any internet-enabled personal device capable of messaging, calling, recording audio/video, or receiving notifications.

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 (June 2026). 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 residentials.
- 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. pupils are allowed phones during trips at the discretion of the trip leader

4.2 Trips (residentials, 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

5.3 Reasonable Adjustments and SEND

- a. Where a pupil requires access to a mobile phone as a reasonable adjustment under the Equality Act 2010, or due to a disability, SEND need, medical condition, or

other exceptional circumstance, individual arrangements may be agreed by the school. Such arrangements will allow access only for agreed purposes and in agreed locations.

5.4 Senior late room

a. Senior late room is the School's after school supervision

Late room falls outside of the school day. Students are therefore allowed to use mobile phones in certain circumstances: communicating with parents regarding pick-up, using epraise – the School's homework system if insufficient computers are unavailable, using office 365 applications or other agreed educational use, cleared with the librarian/late room supervisor

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 2026
Approved by: Governors	
Reviewed annually by: SLT	September 2026
Date for Review: SLT	September 2026

Authorised by Governor	
Signed	
Dated	

Last Reviewed – March 2026.