



West Kirby
Grammar School

Mobile Phone Policy

Administration Use:	
Statutory/Non-Statutory:	Non Statutory
Website:	Yes
GB Committee:	Full Governors
Review:	Annually
Date Reviewed by Committee:	14 July 2022
Next Review Date:	Summer 2023

We recognise there are many positive uses of phones (indeed some teachers use them very effectively in lessons). We also acknowledge that communication is necessary, however the negative impact we are seeing with regard to real life interaction, socialisation and participation is immense.

Mobile phones must be switched off once the student is on the school premises placed securely in bags, not in pockets or blazers. They should remain turned off until school finishes. At the end of the day, they should only be used to message or make calls to organise travel arrangements, they should not be used as students are walking out of a lesson or on corridors; students should wait until they are by their locker or in the dining room if they need to use their phone.

Mobile phones are not allowed to be used at any time during the school day unless permission is given by a member of the pastoral team for a specific purpose. Students should be supervised by the teacher in these circumstances.

In addition, Year 12 & Year 13 students may use their phone in dedicated Sixth Form areas (i.e. Easedale common room and form rooms only). Phones should not be used in areas shared with younger students, eg. the Dining Room, Library and landing area.

If a mobile phone is seen being used by a student at any other time without staff permission, it will be confiscated until the end of the day. The phone will be returned to the student on the first and second occasion. Parents/Carers will be notified.

If a student has their mobile phone confiscated a third time, the phone will be kept in the school safe until a parent/carer can collect it. Parents/Carers will be notified.

Students sometimes get into trouble when parents/carers contact them to make arrangements. Parents/Carers can support this policy by remembering that if it is necessary to contact a student urgently, this can be done through the school office. If students are experiencing difficult home circumstances and need to use a phone during the school day, they should seek advice from their head of year; pastoral staff will allow students to use phones in certain situations by arrangement on the pastoral corridor or in reception. In an emergency, students should report to reception or the pastoral corridor.

Students in Years 7 – 13 should not have ear pods in during the school day. This applies during lessons and other times of the day.

Smart watches are often a huge distraction during the school day. Students may well be asked to remove these devices if they are being used inappropriately in a lesson. Smart watches are not allowed in examinations.

Mobile Phone Confiscation Procedure

1st Confiscation

Email home notifying parent/carer & reminding them of mobile phone policy

Phone is taken from student and placed in safe in school office until 3:40pm

One behaviour point is awarded

Student signs for phone when collecting

2nd Confiscation

Email home notifying parent/carer, reminding them of mobile phone policy & advising that the next time the phone will need to be collected

Phone is taken from student and placed in safe in school office until 3:40pm

One behaviour point is awarded

Student signs for phone when collecting

3rd Confiscation

Text to parent advising phone has been confiscated and to check their email

Email will advise on the procedure for phone collection.

Phone is taken from student and placed in safe in school office until parent/carer can collect

One behaviour point is awarded

Phone will only be returned to parent/carer

4th Confiscation

Text to parent advising phone has been confiscated and to check their email

Email will advise on the procedure for phone collection.

Phone is taken from student and placed in safe in school office until parent/carer can collect

Student is placed on Thursday SLT detention (3:45 – 4:30pm)

Phone will only be returned to parent/carer

5th Confiscation

Text to parent advising phone has been confiscated and to check their email

Email will advise on the procedure for phone collection.

Phone is taken from student and placed in safe in school office until parent/carer can collect

Student is placed on Friday SLT detention (3:45 – 4:45pm)

Phone will only be returned to parent/carer

6th Confiscation

Text to parent advising phone has been confiscated and to check their email

Email will advise on the procedure for phone collection.

Phone is taken from student and placed in safe in school office until parent/carer can collect

Phone will only be returned to parent/carer

Parent/Carer is invited in to meet with HOY to discuss a suitable way forward

