West Kirby Grammar School

Mobile Phone Policy

Administration Use:	
Statutory/Non-Statutory:	Non Statutory
Review:	Annually
Date Reviewed by Committee:	Spring 2026
Next Review Date:	Spring 2027

We recognise there are many positive uses of phones. 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 out of school before using their phones.

Mobile phones are not allowed to be used at any time during the school day. If a student needs to contact home, they should ask a member of the Thrive team or school office to contact home for them.

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.

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.

Appendix B – Mobile Phones

1st Confiscation Email home notifying parent/carer & reminding them of the mobile phone policy	Phone is taken from student and placed in safe in school office until 3:35pm The confiscation will be logged on Arbor / Edulink Student signs for phone when collecting
2nd Confiscation Email home notifying parent/carer & reminding them of the mobile phone policy	Phone is taken from student and placed in safe in school office until 3:35pm The confiscation will be logged on Arbor / Edulink Student signs for phone when collecting
3rd Confiscation Text to parent/carer 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 The confiscation will be logged on Arbor / Edulink Phone will only be returned to parent/carer
4th Confiscation Text to parent/carer 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 will have a HOY Review Phone will only be returned to parent/carer
5th Confiscation Text to parent/carer 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 will have a SLT Review, which includes parent/carer meeting with a member of the Senior Leadership Team to discuss a suitable way forward. Phone will only be returned to parent/carer