



West Kirby Grammar School

Mobile Phone Policy

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 teacher or a teacher requests they are used 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 the Sixth Form common rooms and dedicated Sixth Form areas (e.g. S Block, upstairs in Easedale).

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.

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

Administration Use:	
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