



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	Use of Mobile Phones by Pupils in School Policy	
Lead	Mr S Jefferies, Headteacher	
Governor Committee	Chair of Governors	
Policy Status	Originally Drafted	March 2016
	Governor Approved	Yes
	Date Governor Approved	November 2016
Review Frequency	3 Years	
Next Review	November 2019	

Policy governing the use of Mobile Phones by pupils in school

1. Phones should not be switched on or in use at any time between 8:30 and 3:10. This applies in all lessons. Consequently, phones should not be used as calculators, props, as cameras or for listening to music during independent study. Subject areas have appropriate IT equipment for making video or audio recordings as part of lessons.
2. If phones are used *before* 8:30 or *after* 3:10 on school grounds, they should be used appropriately and the school reserves the right to stop pupils using their phones if they are not being used appropriately;
3. If a phone is seen in use it will be confiscated and returned at the end of the day; a red mark (or equivalent sanction) will be issued, either at the time of the offence or when the phone is returned. If a teacher is not able to make arrangements to return the phone to the pupil at the end of the day, the phone will be given to a member of the admin team in reception, clearly labelled.
4. Heads of Year or tutors may identify repeat offenders. Such students will be required to hand their phones to their Head of Year or Tutor at the beginning of each day. This arrangement will continue as long as the Head of Year or Tutor determines. In these cases a letter will be issued to parents informing them of why their son/daughter's phone is being taken from them.
5. If pupils, who by reason of being repeat offenders are required to hand in their phones at the start of the day, are caught with their phones, they will be confiscated and only returned directly to the pupil's parents. This will be detailed on the letter sent home to the parents of repeat offenders.

Please note that for Year 11 only, in the period of time leading up to their exams (the beginning of the Summer term until study leave begins) with the express permission of teachers and only within revision lessons, pupils may use their mobile phones for the sole purpose of accessing GCSE pod or other similar revision resources.