



# HENLEY-IN-ARDEN SCHOOL

*Achieving Excellence Together*

<b>Name of Policy</b>	<b>Use of Mobile Phones by Pupils in School Policy</b>	
<b>Lead</b>	Mr S Jefferies, Headteacher	
<b>Governor Committee</b>	Chair of Governors	
<b>Policy Status</b>	Updated	March 2018
	Governor Approved	Yes
	Date Governor Approved	March 2018
<b>Review Frequency</b>	3 Years	
<b>Next Review</b>	March 2021	

## **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 C2 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 pastoral team clearly labelled.
4. Progress Leaders, Pastoral Managers or tutors may identify repeat offenders. Such students will be required to hand their phones to the Pastoral Team or Tutor at the beginning of each day. This arrangement will continue as long as the Progress Leader or Tutor determines. In these cases communication 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 communication 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.*