



Mobile Phone Policy

December 2024

SECTION 1: Policy Purpose

- 1.1 At St Chris, we recognise both the value and the potential dangers of mobile phone technology.
- 1.2 The purpose of this policy, and our evolving response to the use of mobile phones, is to create a focused and productive learning environment, which takes into account the needs of our individual learners on all levels.
- 1.3 With the pervasive presence of smartphones, this policy seeks to help balance the benefits of technology with the need for academic integrity, social interaction and promoting the welfare and safeguarding of students.
- 1.4 We seek to reduce distractions, minimise cyberbullying, and promote responsible usage, ensuring that students are engaged in their studies rather than becoming side tracked by their devices.
- 1.5 Furthermore, this policy aims to foster essential digital citizenship skills, teaching students how to navigate technology responsibly in both educational and social contexts. By establishing a thoughtful approach to mobile phone use, we aim to enhance the overall educational experience while preparing students for the challenges of a tech-driven world.
- 1.6 The following policy does not aim to remove or vilify mobile phone use, but to teach that there is an appropriate time and place for it.

SECTION 2: References

This policy has been written with reference to:

- 2.1 Mobile Phones in Schools – [‘Guidance for schools on prohibiting the use of mobile phones throughout the school day’](#), non-statutory government guidance published in February 2024;
- 2.2 [Keeping Children Safe in Education](#) (September 2024).

And should be read in conjunction with our own:

- 2.3 Conduct and recognition policy
- 2.4 E-Safety and Cyber Bullying Policy
- 2.5 Handbook for Boarders
- 2.6 Acceptable Use of Mobile Phones, Camera and iPads Policy – Junior School & After School Care (ASC)
- 2.7 Taking, Storing and Using Images of Children Policy.



SECTION 3: Roles and Responsibilities

- 3.3 The Governing Body is responsible for the approval of all policies and oversight of their implementation.
- 3.4 The Senior Leadership Team are responsible for ensuring this policy is read and understood by all staff and that it is implemented correctly.
- 3.5 Staff are responsible for checking mobile phones are correctly stored and only used at approved times. This may include the use of sanctions if students are not following this policy correctly.
- 3.6 Students are responsible for their individual devices and ensuring they are following this policy correctly.
- 3.7 Parents are responsible for knowing and understanding the school's position and supporting this position at home.

SECTION 4: Use of Mobile Phones at St Chris

- 4.1 Whilst recent government guidance is calling for schools to be entirely phone free, even to the point of banning all devices from being brought on to school site, at St Chris we recognise that our setting requires a more nuanced approach.
- 4.2 As with all other areas of education, we are committed to taking a child centric approach.
- 4.3 As far as possible, we want to provide a bespoke package, which meets the needs of our individual students.
- 4.4 As of January 2025:
 - 4.4.1 We will be issuing mobile phone pouches to all students in the Senior School and Sixth Form from I Group (Year 7) upward, who are in possession of a mobile phone.
 - 4.4.2 These pouches effectively lock devices away during the day, via a magnetic locking system, unless opened by a member of staff for specific reasons.
 - 4.4.3 The cost of pouches will be borne by the school and not passed on to parents at this time, unless the pouch is lost or damaged. In this case, pouches will need to be replaced at the cost of the student's parent or guardian.
 - 4.4.4 Daily routine:
 - 4.4.4.1 Students will lock their phones away at 08:30 when they arrive at Company Time to register for school each morning. Company Advisers will check this is done.
 - 4.4.4.2 If students arrive late, they will be asked to lock them away when signing in at the Mulberry Building in the presence of duty staff.
 - 4.4.4.2 Unlocking stations will be located at each of the school's exits, in the Mulberry Building, in Reception and in other strategic locations throughout the school.
 - 4.4.4.3 Students will be expected to keep phones locked away until 15:55 when they leave site. Unlocking devices will be located at the school exits to use on leaving.
 - 4.4.4.4 Students who remain on site for after school clubs or co-curricular activities will be allowed to unlock their phone at 15:55.



SECTION 5: SEMH and SEND

- 5.1 Mobile phones can be valuable tools for supporting students with Social, Emotional, and Mental Health (SEMH) and SEND needs by providing access to resources and strategies tailored to their specific challenges.
- 5.2 Apps designed for mindfulness and stress management can help students learn coping techniques and regulate their emotions.
- 5.3 Communication apps can facilitate better interaction with teachers and peers, allowing students to express their feelings and seek support when needed.
- 5.4 Additionally, mobile devices can offer personalized learning experiences through educational apps that adapt to individual learning styles, fostering a sense of achievement and engagement.
- 5.5 By integrating mobile technology thoughtfully, we aim to enhance the support for students with SEMH and SEND needs, promoting their emotional well-being and academic success.
- 5.6 An unlocking station will be placed in the Mulberry Building, where staff can unlock a student's pouch so their device can be used strategically to fulfil one of these functions.
- 5.7 Phones will be locked away again when returning to lessons.

SECTION 6: Medical

- 6.1 At times, it may be necessary for students to be able to access their phones for medical reasons, such as checking blood sugar levels for diabetic students.
- 6.2 In these cases, pouches that use Velcro, rather than a magnetic locking system can be issued and students in these circumstances will be trusted to regulate their device use themselves.

SECTION 7: Trips and excursions:

- 7.1 Day trips: The Mobile Phone Policy will apply as when students are in school.
- 7.2 Residential trips: With the exception of students in the Sixth Form, students will not be allowed their mobile phones when on a residential trip, except for travel to and from the destination. On arrival at the accommodation, phones will be handed in to group leaders and stored securely. Students may request their mobile phone at any time if they need to contact home. Parents will be provided with emergency contact details and staff will have access to parent contact details.

SECTION 8: Sixth Form Students

- 8.1 We recognise that Sixth Form students need more freedom than others to manage their own lives and that there may be many legitimate uses for mobile technology throughout their day.
- 8.2 Sixth Form students will be issued with mobile phone pouches and will be expected to use these during their organised lessons and when moving around the school site.
- 8.3 During study periods within the Sixth Form centre, and at times when students are allowed off-site, sixth form students will be able to unlock their phones provided they are being used in an effective way to support their learning, and which does not distract from their education.
- 8.4 These privileges may be removed, at the discretion of the Sixth Form team, if it is felt that this policy is not being adhered to.



SECTION 9: Junior School Students

- 9.1 Mobile phones are not allowed to be used during the school day in the Junior School.
- 9.2 We recognise that students in older years may have a mobile phone, and that parents may wish for them to have it on them if, for example, they walk home alone in Year 6 (D Group).
- 9.3 If mobile phones are brought on to site by Junior School students they must be signed in to the Junior School office on arrival at school and can only be collected when a student is leaving site.
- 9.4 If parents need to contact students in an emergency they should contact the Junior School Office.

SECTION 10: Boarding

- 10.1 Students who board are able to access their mobile phones in Boarding House before 08:30 and from 15:55.
- 10.2 Students may not make or receive calls during Prep or after lights out.
- 10.3 Students in Years 7 to 10 (I Group to IV Group) are asked to hand in their mobile phones, laptops and other electronic devices before they go to bed. Their mobile phones are returned to them in the morning.
- 10.4 Students in Year 11 (V Group) and beyond are allowed to keep their mobile phones but if they are found to be using them later than 23:00, they will be removed.

SECTION 11: Sport

During sports fixtures that may take place during school hours up to 15:55, phones will be unlocked at the discretion of the PE department.

SECTION 12: Staff

- 12.1 Staff will be expected to model the behaviour we wish to see in students, refraining from mobile phone use during lessons, in corridors, around school site or in front of students.
- 12.2 Teaching staff will be issued pouches secured with Velcro.
- 12.3 Staff in the Nursery and Reception classes will be expected to lock their devices away and not access them during lessons.
- 12.4 Phones may still be used for official reasons, such as to take a register, log incidents or emergency contact with others staff, when a computer is not easily available.
- 12.5 Certain staff who use their phone as part of their role, or need access to it for safety reasons will be exempt; and this will be at the discretion their managers.
- 12.6 Mobile phones may be used and calls taken during staff breaks or in staff members' own time. If staff have a personal emergency they are able to make a personal call from their mobile phone in an area away from students.
- 12.7 Staff should refer to the school's Taking, Storing and Using Images of Children Policy for full guidance regarding taking pictures of students.

SECTION 13: Visitors

- 13.1 All visitors including contractors, visiting music teachers, parent and other volunteers and service providers are asked, where possible, to respect our policy.



- 13.2 When signing in we will request that they place their mobile phone in a bag or pocket, and we will ask them to make and receive phone calls in areas away from students.
- 13.3 When parents are visiting for a school show or performance, they will be able to use their mobile phone to take photographs for personal use in line with our policy on Taking, Storing and Using Images of Children Policy

SECTION 14: Consequences for Students

- 14.1 We hope that within a short period, this will become the new normal for students.
- 14.2 If students fail to follow or attempt to circumnavigate this policy:

Action	Level on Conduct Matrix	Response
Forgotten case	0	Case loaned, to be returned at end of day
Repeated forgotten case	1	<ul style="list-style-type: none"> Restorative discussion with Company Adviser to identify issue and resolve. Company Adviser contacts parents to advise (Continued repetition to progress through levels of conduct matrix if staff feel this is appropriate.)
Lost case	0	Case replaced at cost to parents.
Repeated lost case	1	<ul style="list-style-type: none"> Restorative discussion with Company Adviser to identify issue and resolve. Company Adviser contacts parents to advise. (Continued repetition to progress through levels of conduct matrix if staff feel this is appropriate.)
Accidental damage to case	0	Case replaced at cost to parents
Purposeful damage to case to circumvent policy	3	<ul style="list-style-type: none"> Restorative conversation with Head of Year. Case to be replaced at cost to parent. Head of Year to inform.
Using second or dummy phone to circumvent policy	3	<ul style="list-style-type: none"> Restorative conversation with Head of Year. Second or dummy phone to be confiscated and released to parents only.
Unlocking/using phone during times when it should be locked away.	2	<ul style="list-style-type: none"> Confiscation of device until end of day (passed to Mulberry Building). Restorative conversation with Company Adviser. Company Adviser to contact parents. Repeated instances will move up the conduct matrix and be dealt with by successive staff: Head of Year; Assistant Head (Pastoral); Head.
Unauthorised use of phone: <ul style="list-style-type: none"> Not secured in pouch Unlocked pouch without permission 	2	<ul style="list-style-type: none"> Phone to be confiscated and kept in Mulberry Building to be returned at end of day. Parents to be contacted by Company Adviser.



Responsible and Accountable Persons	Name	Position
Responsible	Alistair Phillips	Assistant Head (Pastoral) and DSL
Accountable	Rich Jones	Head
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