

Paulet High School	School Procedure (in-line with JTMAT Policy)			
Document Title	Mobile Phone Procedure			
Document Status	Approved	Approved Date	September 2016; Updated 02/24; 02/26	
Document Owner	Headteacher	Review	Annually	
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>

Mobile Phone Procedure

Carrying mobile phones at Paulet High School is not a right it is a privilege.

The school wishes to trust its students to use mobile phones correctly. Permission is therefore given for mobile phones to be brought to school as long as the conditions below are met. A breach of this trust by a student will result in the one or more of the sanctions, outlined below, being applied.

19th January 2026 – DfE Mobile Phones in Schools Guidance

Following the publication of the above guidance, the school's Governing Body has strengthened the sanctions found within this Mobile Phone Procedure.

Mobile phones must be kept turned off and in school bags. They should be out of sight at all times whilst on the school premises. This applies from 8.27am; at breaktime; lunchtime and **after school until the student is off the school premises**. This also includes the use of mobile phones for listening to music anywhere on the school premises and therefore headphones should be in bags. Our school promotes 'out of sight – out of mind' both in school and at home during the night. Other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) are banned in Years 7 to 11. This includes smart watches and smart glasses.



**I pledge to ensure my child
gets a 'good night's sleep
for a better school day'**

#OOSOOM #ONLINESAFETY



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6th Form students may use their mobile phones in designated social areas in the 6th Form building during break and lunchtimes and untimetabled lessons.

In exceptional circumstances (for medical reasons) exceptions to these rules are permitted. These students will carry proof of this exception.

Sanctions for using a mobile phone or having a mobile phone visible (including visible in a pocket) in the school building

- The student will be asked to turn the phone off
- The phone will be confiscated, and the member of staff will take the phone to Pastoral Hub to be stored safely
- The phone will only be returned when a parent/carer is able to attend the school to pick up the phone; this will be arranged by the Pastoral Support Staff
- On rare occasions, when a student needs the phone for extenuating circumstances on the same day and the parent / carer cannot be contacted, the phone will be returned and parents contacted the following day

Sanctions for using a mobile phone to breach another person's privacy e.g. taking pictures / filming

- The mobile phone will be confiscated and the member of staff will take the phone to Pastoral Hub to be stored safely. It will only be returned to the parent of the student.
- A significant incident (SI) will be logged and statements will be taken if necessary
- Other sanctions for the misuse of a mobile phone will be applied; the severity of these sanctions will be dependent on the incident
- Possible sanctions for this misuse of a mobile phone include detentions, planned internal suspensions or, in the most extreme cases, possible fixed term suspensions
- In some circumstances a banning order will be issued preventing a student from bringing their mobile phone to school for one term. If a student, in receipt of a banning order, requires the mobile phone for their transit to and from school they will be required to hand it in to Pastoral Hub daily for the duration of the banning order (Appendix 1)

If, at any point, a student fails to comply with reasonable requests from a senior member of staff (Year Leaders and / or Senior Leaders), he/she will be issued with an internal suspension or fixed term suspension which will be recorded permanently on his/her school record. In all of these situations a **Mobile Phone Banning Order** will be issued.

Members of school staff should limit their use of mobile devices to staff rooms and staff work areas unless the device is being used for school purposes.

This Mobile Phone Procedure should be read in conjunction with the school's Safeguarding Policy and Behaviour for Learning Procedure.

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Appendix 1 – Banning Order

<<date>>

Dear <<name>>

Mobile Phone Banning Order

I regret to inform you that, due to a serious breach of the school's student code of conduct and Mobile Phone Procedure, I have today issued your child with a Mobile Phone Banning Order.

I have taken this action because your child has.....

The banning order will be in effect until <<date>> during which time your child should not bring his/her mobile phone to school. In the event that you need your child to have his/her phone for the journey to and from school, he/she should surrender it to Pastoral Hub daily for the duration of the banning order.

To ensure adherence to this banning order your child will undergo occasional bag and pocket checks.

Please sign and return the attached slip to me, at school, to confirm your receipt and support of this banning order.

Yours sincerely,



Ian McArthur

Headteacher.

I / We, the parent(s) / carer(s) of _____ confirm our receipt and support of this banning order until it expires on <<date>>.

Signed: _____ Date: _____

Please return to your child's Year Leader

Copy and paste onto school letterhead before sending to parent / carer