



Codsall Community High School

Mobile Phone Policy

Years 9, 10, 11

Rules

1. Students are not permitted to visibly carry or use mobile phones within the school at any point during the school day, including break and lunch.
2. Phones must either be left at Student Services at the start of the school day or switched off in their school bag.
3. Mobile phones may not be used for listening to music during the school day.

Rationale

- The school places great importance on the wellbeing and safety of all individuals and mobile phone use during the school day has been proven to lead to incidents of;
 - bullying
 - intimidation
 - deteriorating mental health and wellbeing.

Learning is impacted upon in a negative way by issues around mobile phone use for social purposes.

Students wishing to carry a mobile phone to and from school for their personal safety should ensure that their phone is switched off in their bag. If students are unable to do this they should leave it **in Student Services before 8.30am and then collect it at 2.55pm**. They will be issued a ticket which can be exchanged for their phone at the end of the day.

It is the responsibility of the student to keep their ticket safe. The school will not take responsibility for any circumstances resulting from the loss of this ticket.

If a student has a PE lesson during the day and they have not placed the phone with Student Services they should ensure that the phone is given to the teacher at the start of the lesson. The phones will then be placed in secure storage by the teacher and returned at the end of the lesson.

Practical application of the policy.

If a child is seen in possession of a mobile phone during the school day anywhere on our school site the following consequences will apply.

CONSEQUENCE 1

1. The phone will be confiscated by the member of staff. Refusal to hand a phone over to a member of staff will result in a day in the Refocus Room.
2. The member of staff will take the phone to student services where it will be kept in a named and dated envelope.
3. If a member of staff cannot take the phone to student services an Inclusion and Mentoring Officer will be called to carry out this task.
4. The phone will ONLY be returned to the parent/carer, person recorded as having parental responsibility on our school system in person or a named adult who is not a student at the school and is nominated by a parent/carer. This must be by 4pm. No collection can be made after this time.
5. When the phone is collected this policy has to be signed. It explains the sanctions if this situation occurs again.

For any child who is caught with a mobile phone for the second time the following consequences will apply.

CONSEQUENCE 2

1. The phone will be confiscated overnight. Refusal to hand a phone over to a member of staff will result in a day in the Refocus Room.
2. If there is reasonable suspicion that the phone has been used in the bullying of others or for circulating inappropriate material the phone will be checked during this meeting for such material.
3. The phone will ONLY be returned to the parent/carer, person recorded as having parental responsibility on our school system in person or a named adult who is not a student at the school and is nominated by a parent/carer. This must be by 4pm. No collection can be made after this time.

4. Random checks will be carried out during the remainder of the term to ensure that the student has a phone token and is not in possession of their phone.

For any child who is caught with a mobile phone for the third time the following consequences will apply.

CONSEQUENCE 3

1. The phone will be confiscated for 1 week and a meeting with the students Head of Year will be arranged to discuss the on-going issues. Refusal to hand a phone over to a member of staff will result in a day in the Refocus Room.
2. If there is reasonable suspicion that the phone has been used in the bullying of others or for circulating inappropriate material the phone will be checked during this meeting for such material.
3. The phone will ONLY be returned to the parent/carer, person recorded as having parental responsibility on our school system in person or a named adult who is not a student at the school and is nominated by a parent/carer. This must be by 4pm. No collection can be made after this time.

WHEN ANY INCIDENT OF MOBILE PHONE USE INTERFERES WITH TEACHING AND LEARNING OR IS USED TO VIDEO INCIDENTS INVOLVING OUR STUDENTS, FURTHER SANCTIONS WILL BE APPLIED.

These may be:

- The student being removed from the next lesson where the incident happened.
 - The student losing the right to carry a mobile phone in school.
 - The student being checked by an Inclusion and Mentoring Officer to ensure he/she does not have a mobile phone.
 - The student receiving spot checks for the remainder of the term ensuring that he/she does not have a mobile phone.
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- ✓ The school will not deal with incidents where mobile phones have been lost or stolen (and the above guidelines have not been followed);
 - ✓ Parents/carers and students should be aware that any mobile phone or electronic device used during an exam situation will disqualify the candidate from that exam and could jeopardise future exams;
 - ✓ JCQ (Joint Council for Qualifications) considers mobile phone use in examinations an 'offence' that could cause 'disqualification from the whole qualification or from all qualifications taken in that series'.

Years 12 & 13

Mobile phones may only be used in the Sixth Form Study Rooms only.

If Sixth Form students are seen using their phone outside of the Study Room or not at the direct instruction of their teachers this policy will apply.

Practical application of the policy.

If a student is seen in possession of a mobile phone during the school day anywhere on our school site the following consequences will apply.

CONSEQUENCE 1

1. 1. The phone will be confiscated by the member of staff.
2. 2. The member of staff will take the phone to student services where it will be kept in a named and dated envelope.
3. 3. The phone must be collected by the student at the end of their school day. This must be by 4pm. No collection can be made after this time.
4. 4. When the phone is collected this policy has to be signed. It explains the sanctions if this situation occurs again.

For any Student who is caught with a mobile phone for the second time the following consequences will apply.

CONSEQUENCE 2

5. The phone will be confiscated overnight.
6. If there is reasonable suspicion that the phone has been used in the bullying of others or for circulating inappropriate material the phone will be checked during this meeting for such material.
7. The phone will ONLY be returned to the parent/carer, person recorded as having parental responsibility on our school system in person or a named adult who is not a student at the school and is nominated by a parent/carer. This must be by 4pm. No collection can be made after this time.
8. Random checks will be carried out during the remainder of the term to ensure that the student has a phone token and is not in possession of their phone.

For any child who is caught with a mobile phone for the third time the following consequences will apply.

CONSEQUENCE 3

1. The phone will be confiscated for 1 week and a meeting with the students Head of Sixth Form will be arranged to discuss the on-going issues.
2. If there is reasonable suspicion that the phone has been used in the bullying of others or for circulating inappropriate material the phone will be checked during this meeting for such material.
3. The phone will ONLY be returned to the parent/carer, person recorded as having parental responsibility on our school system in person or a named adult who is not a student at the school and is nominated by a parent/carer. This must be by 4pm. No collection can be made after this time.

Name of Student: _____

Name of
Parent/Carer: _____

Parent/Carer
Signature: _____

Date: _____