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## **Mobile Phone Policy**

### **Policy statement**

While mobile phones are an integral part of modern life, there are many ways in which they can be detrimental within the school environment, including:

- Disturbance and distraction in lessons
- Risk of theft and loss
- Potential for bullying
- Uncontrolled photography and footage, including of children

For these reasons Elmfield has a strict code relating to mobile phones. The School accepts no responsibility for loss or damage to such property.

### **Policy**

#### **Classes 1 - 5**

Children in classes below Class 6 are not allowed to bring phones into school. Therefore, any phone found during school time in these classes will be confiscated for that day and held in the School Office for collection by the parent/any other nominated adult at the end of the day.

If parents of children younger than Class 6 consider it necessary for their child to bring a mobile phone into school, they will be asked to write a letter of request to the Class Teacher giving their reasons for the request. If the Class Teacher agrees to the request, the procedure detailed above will be followed.

#### **Classes 6, 7, 8 and Upper School**

As members of the Middle and Upper School the expectation is that the pupils are able to police themselves with regard to mobile phone usage. Mobile phones should be turned off during school hours and kept out of sight. However, class teachers of classes 6-8 may choose to collect in their pupils' mobile phones at the start of the day if they prefer.

Pupils in Class 6 and above are not permitted to use their phones in school time or on school premises, except in genuine emergency situations. Where mobile phones are brought to school they must be switched off.

Occasionally a mobile phone may be used for the purposes of a lesson when requested by the teacher in charge, for example in Upper School Art, Music or Drama GCSE lessons. This is exceptional and can only be authorised by the teacher in charge of the lesson. The pupil(s) must



be supervised directly by the teacher while they are using their phones to ensure that the phones are being used appropriately.

If a pupil is found using their phone or if their phone rings, beeps or vibrates at school, the phone will be confiscated and taken to the school office. The phone will be logged and stored in the office and should be collected by the pupil at the end of the school day.

If a pupil's phone is confiscated twice in the same term, the class teacher or guardian will contact the pupil's parents to inform them and will discuss the issue with the pupil.

If a pupil's phone is confiscated three times in the same term, the pupil will be required to sit an after-school detention. In addition, the class teacher or guardian will contact the pupil's parents and discuss the situation. Detentions relating to mobile phones will be noted on the pupil's record and reported in the Upper School half term reports.

If the pupil's phone is subsequently confiscated a further three times, the pupil's parents will be invited to school for a meeting with the class teacher or guardian. The pupil will also be required to hand their phone into the office every day upon arrival at school, where it will be kept for the duration of the school day.

To support the School's policy on mobile phones, parents are requested not to contact pupils during the school day, and instead to contact the office staff who will pass on any messages.

Pupils may not use their mobile phones to take photos or video footage while on the School premises unless directed by a member of staff. In addition, to protect the safety and well-being of pupils and staff, it is expressly forbidden for pupils to put any photo or video footage taken at School on any social networking site. Any breach of the above would be taken very seriously indeed and could result in the pupil's exclusion from School. Please also refer to the School Trips Behaviour Policy.

### **Staff**

Staff are permitted to keep their phones with them if they so wish but in any teaching spaces these must be switched off and only used in genuine emergency situations. The only exception to this is any staff members designated as Fire Marshalls.

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Written by: ES/LB/JTC/DB