



COOMBE  
WOOD  
SCHOOL

## Mobile Phones Policy

We understand that parents/carers may want their child to have a mobile phone on them so that they can keep in contact when travelling to and from school, especially on dark winter evenings when they may have been in an after school club until 5pm for example. We also know that used correctly, phones can be of great benefit to help students with their learning in class.

For these two reasons, we have purchased 'student safe Wi-Fi' for CWS and students are allowed to bring mobile phones to school. However, they are not a compulsory item. If you do not want your child to bring a phone to school, they do not have to and they will not be disadvantaged in their learning.

As you will no doubt understand, the risk with mobile phones is that they become a distraction to learning when they are used inappropriately. To avoid this happening at CWS, we follow very clear and straightforward rules as outlined below. There are no 'grey areas' with these rules. If a student breaks one of these rules 'by mistake' that is not a good enough reason for the appropriate sanction not to be imposed. We will be 100% rigorous in following these rules otherwise mobile phones will very quickly start to distract learning and nobody in our CWS community wants that to happen.

(NB. THESE RULES ALSO APPEAR IN THE STUDENT DIARY WHICH IS ISSUED TO EACH STUDENT WHEN THEY FIRST JOIN THE SCHOOL)

- *Students may use their mobile phones coming to and from school but should remain aware of road safety at all times.*
- *Mobile phones, earphones and any other connected devices should be turned off and put away in bags BEFORE you enter the school building and secure line. Not just after or whilst you are walking in. This way we stop phones spreading to the playground.*
- *Students' phones, earphones etc. should not be seen or heard in school. Before school and at break and lunch it is important you eat, drink and socialise with friends – new and old. We want you to develop your social skills and ability to communicate well with people around you.*
- *If a teacher gives you permission in class to take out your mobile phone for a specific learning purpose you may turn it on and hook up to the CWS BYOD Wi-Fi. (If requested, please put your phone onto 'silent' before turning it on).*
- *Whilst carrying out the learning activity on your phone, you should not be looking at anything else on your phone or accessing any other areas of your phone. If you do not have a phone it does not matter – staff will have alternative activities for you to do.*
- *When the learning activity is finished you must switch your phone off and put it away.*
- *You are allowed to take out your phone and turn your phone back on once you have left the school building and secure line and are outside of our main double student*

*doors / reception door at the end of the day.*

- If you are doing an after school club the same rules apply. Phones must be away and not seen or heard, even if your club finishes at 4.30 or 5.00pm. Phones must not be out until you get outside the school building front double doors / reception door and secure line.*
- If you are not feeling well in school or have forgotten something, do not take your phone out to call home. Firstly let your teacher know who may send you to the school office and if deemed necessary, they will ring for you.*
- If you are on a school trip for example on the minibus to a netball match, the same rule applies. Only take out your phones if your teacher says you may do so to call parents and let them know when you will be back or other relevant information.*

**These simple rules are designed to allow students to have mobile phones for safety and educational purposes, whilst at the same time stopping phones from becoming a distraction. If your child does not think they can follow these rules, then they should not bring a phone to school. In the interests of consistency, safety and fairness to all, the school will not discuss or compromise on these mobile phone rules.**

**If these rules are broken for whatever reason, the following stages of sanctions will apply:**

**FIRST OFFENCE OF THE SCHOOL TERM** - Phones, earphones, etc. will be confiscated, locked away in the school office and returned to the student at the end of the next school day (e.g. confiscated Wednesday, handed back Thursday after school. Confiscated Friday handed back Monday after school). Parents/carers will be informed of what has happened and should talk to their child about following the mobile phone rules correctly;

**SECOND OFFENCE OF THE SCHOOL TERM** - Phones, earphones, etc. will be confiscated, locked away in the school office and returned to the parent/carer only after one week (e.g. confiscated Wednesday, handed back the following Wednesday). Parents/carers are welcome to collect the phone at any time on the day it is due back. Again, they will be informed of what has happened and asked to talk to their child about following the mobile phone rules correctly;

**THIRD OFFENCE OF THE SCHOOL TERM** - Phones, earphones, etc. will be confiscated, locked away in the school office and returned to the parent/carer only after one week. It will be necessary for parents/carers to meet with the Head of Year when they come to collect the phone to discuss one of two options – either the student no longer brings a phone to school for the remainder of the school year and the parent/carer keeps it during school hours. Or the phone is handed in to the school office by the student at the start of every day and collected again at the end of every day.

**If a student fails to hand their phone over straight away or attempts to negotiate and remove the SIM card etc. the length of confiscation will be doubled.**

If the confiscation period runs into school holidays, we will attempt to hand back the phone after the period of time as laid out above but this may not be possible depending on the opening hours of the school and availability of a senior member of staff to do so.

The record of first, second and third offences kept in the school office will be wiped clean at the start of each new school term.