



Building a future for young people

# Mobile Phone Policy

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## **Meadows School Mobile Phone Policy**

### **Introduction**

At Meadows School, we prioritize safeguarding and pupil safety, ensuring that our learning environments remain focused and conducive to academic progress. To maintain a safe and productive school environment, the use of mobile phones during school hours is strictly regulated. This policy sets out expectations for staff, pupils, and parents regarding mobile phone use.

### **Mobile Phone Use: General Principles**

Mobile phones are not permitted during school time due to safeguarding concerns and the need to minimize distractions that can disrupt learning. To ensure that our policy is clear and we balance safety with school policies, we have implemented a **“Gate to Gate” system** for mobile phone use.

### **Staff Use of Mobile Phones**

#### **1. Staff Personal Use:**

- Staff must not use personal mobile phones for personal purposes on school premises, including at **The Hub, The ARC, or Mahdlo**.
- Staff are prohibited from taking or storing images of pupils on their personal mobile phones.

#### **2. Staff Work-Related Use:**

- Staff may use mobile phones for work purposes only (e.g., accessing emails, ClassDojo, or communicating with parents and the Senior Leadership Team).

### **Pupil Use of Mobile Phones**

#### **1. Prohibited Areas:**

- Pupils must not bring mobile phones into **The Hub, The ARC, or Mahdlo**.

#### **2. Encouraging Use by Others:**

- Pupils are prohibited from encouraging or facilitating other pupils to use mobile phones.

#### **3. Prohibited Use:**

- Pupils must not use mobile phones at any of the school sites during school hours, including **The Hub, The ARC, and Mahdlo**.

## Parent and Visitor Use of Mobile Phones

### 1. On School Premises:

- Parents and visitors are not permitted to use mobile phones on school premises, including **The Hub, The ARC, and Mahdlo.**

### 2. Contacting Pupils:

- Parents must not contact their child on their mobile phone during school hours. All urgent communications should be made through the school office.

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## Behaviour for Learning – Mobile Phones

### Expectations:

#### 1. Parent/Carer Expectations:

- Parents/carers are expected not to allow their child to bring a mobile phone to school.
- Parents/carers should ensure that their child's mobile phone has appropriate safety settings (e.g., nanny apps).
- Parents/carers are expected to support the school in enforcing this policy, including ensuring that pupils do not have mobile phones during school hours.
- Parents/carers will not communicate with their child via mobile devices during school hours unless in an emergency.
- If necessary, parents/carers are responsible for removing mobile phones from their child's possession to avoid receiving **C5 sanctions.**

#### 2. Staff Expectations:

- Staff are expected to model appropriate mobile phone use and only use phones for professional purposes on school premises.
- Staff will work with parents and pupils to discourage the use of mobile phones during school hours.
- Staff will apply the **Behaviour for Learning** sanctions consistently and fairly when necessary.

### 3. Pupil Expectations:

- Pupils must not bring in mobile phones to any of the school premises.
  - If a pupil brings in a mobile phone by mistake, will hand in their phones when asked by staff.
  - Pupils must not encourage other pupils to bring in, or use mobile phones.
  - Pupils must not use or disturb lessons with mobile phones.
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### Sanctions for Mobile Phone Misuse

Pupils found to be in possession of a mobile phone during school hours will be subject to the following graduated sanctions. Each level is designed to give pupils the opportunity to comply with the school's expectations before further disciplinary actions are taken.

#### 1. C1 - Initial Reminder:

- **Reason:** A pupil is suspected of having a mobile phone, but the staff member has not yet seen it.
- **Action:** Staff will remind the pupil of the policy, give them an opportunity to hand in the phone, and issue a **C2 warning**.

#### 2. C2 - Warning:

- **Reason:** The staff member has seen or suspects the pupil has taken out their mobile phone.
- **Action:** The pupil will receive a **C2 warning** and will be reminded that they must hand in their phone. If the phone is not handed in, a **C3 sanction** will follow. The staff will give the pupil a chance to comply.

#### 3. C3 - Detention:

- **Reason:** The pupil has used or taken out their mobile phone.
- **Action:** The pupil will receive a **C3 sanction** of a 15-minute detention on the next school day. The incident will be recorded on **ClassDojo** for communication with parents/carers and the pupil's Teaching Assistant (TA). Staff will give the pupil an opportunity to hand in the phone.

#### 4. C4 - Continued Misuse:

- **Reason:** The pupil continues to use or expose their mobile phone despite previous warnings.

- **Action:** The pupil will receive a **C4 sanction** of a 25-minute detention on the following school day. The incident will be recorded on **ClassDojo** for communication with parents/carers and the TA. The headteacher will be informed, and further action may be taken if needed to prevent disruption.

### **Contacting School, Mahdlo, or ARC**

For emergencies or to contact your child during school hours, please use the following contact numbers:

- **Meadows School:** 01706 630022
- **Mahdlo:** 0161 624 0111
- **The ARC:** 0161 406 8434

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### **Other related Policies:**

- Complaints Policy and Procedure
- Behaviour Policy
- Safeguarding and Child Protection Policy

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If you have any concerns or wish to make a complaint regarding the implementation or enforcement of the Mobile Phone Policy at Meadows School, we encourage you to refer to our Complaints Policy and Procedure accessible on our school website.

<https://www.meadowscare.co.uk/>

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### **Conclusion**

This Mobile Phone Policy is designed to ensure the safety, well-being, and focus of all pupils and staff during school hours. By adhering to the expectations outlined in this policy, we aim to maintain a conducive learning environment that meets the needs of our pupils and aligns with current educational standards and Ofsted guidelines.

This policy will be reviewed regularly to ensure it remains effective and compliant with the latest safeguarding and educational requirements.

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This version is fully compliant with the latest educational legislation and Ofsted recommendations, ensuring that mobile phone use in the school is well-regulated while promoting pupil safety and minimizing distractions.