



Winchmore  
School

learning to realise potential

# Mobile Phones Policy



Last Reviewed:	April 2024
Ratification Date:	June 2025
Review Committee:	Educational Performance

## **Mobile Phones Policy at Winchmore School 2024-2025**

### **Years 7-10**

At Winchmore School mobile phones should not be seen, heard or used from the time students arrive at school in the morning, until the time they leave the school site at the end of the day. This also includes break and lunchtimes. We respect that parents and carers may want their child to carry a phone for safety reasons. However, if a student's mobile phone is used, seen or heard during the school day it will be confiscated by any member of Staff.

### **Mobile Phone Hand/s In**

Students can hand their mobile phones in at the beginning of the day to the school office and collect it at the end of the day. The phone will be kept safe and allows students to then contact parents/carers on their way to and from school.

### **Mobile Phone Confiscation**

If a student has a phone confiscated it will not be returned until the following Tuesday after it has been confiscated. This means that a student will be without their mobile phone for at least one weekend.

Only the Headteacher can authorise the return of a mobile phone before this time.

Students are expected to hand over their mobile phones immediately without question. If a student refuses to follow the instruction to hand over their phone, the student will be sanctioned in line with our whole school behaviour policy.

If a student has a mobile phone confiscated on more than two occasions in an academic year, the school may impose more serious sanctions or hold the phone for a longer period of time which will be determined by a member of the Senior Leadership Team.

### **Contacting Parents/Cares**

Mobile phones must not be used to contact parents/carers from the time students arrive at school in the morning, through to when they leave the school site at the end of the day. In an emergency, the School will allow students to use the school office phone to contact parents/carers.

Parents/carers should not contact students on their mobile phones during school hours (8.30-3.00). Urgent messages can be relayed to students via the school office by calling 0208 360 7773 or by emailing [office@winchmore.enfield.sch.uk](mailto:office@winchmore.enfield.sch.uk).

### **Losses and Damages**

The school accepts no liability for loss of, or damage to a mobile phone, Smart Watch, or Headphones/Earbuds whilst on the school premises or on any activity/trips organised by the School. The phone is, at all times, the responsibility of the student.

On residential/ school trips, it is the discretion for the trip leader to allow students to take their phones.

### **Inappropriate Use of a Mobile Phone**

Whilst students are in school uniform (for example, on the way to and from school) mobile phones must not be used for taking photographs/videos without the permission of the subject. The school considers students to be in school uniform even if ties/blazers etc. are removed or if the uniform is covered with a coat, jumper or other clothing. Any online abuse involving mobile phones will result in a suspension from school and the information being passed onto the police for their attention.

Students who bring the name of the school into disrepute by using their mobile phone inappropriately will again be sanctioned in accordance with the school's behaviour policy.

### **Year 11 Mobile Phone Learning Resources**

Whilst mobile phones should not be seen, heard or used from the time students arrive at school in the morning until the time they leave the school site at the end of the day, there will be occasions where they can be used under the guidance of teaching staff as a learning resource.

There are some useful mobile apps that can support and aid students with their revision and learning. Apps such as GCSEPod can play a pivotal role in supporting students with revision and the delivery of the curriculum in preparation for their exams. The Head of Year will direct staff and students to use these apps during form time or during lessons to assist with their learning.

Any student who is identified for using their mobile phone during this time inappropriately will have their phone confiscated in line with the above policy.

### **Students in Years 12-13**

Students in the sixth form should not use their mobile phones anywhere other than in sixth form allocated areas, such as, the sixth form cafe, sixth form study area or in a classroom as directed by their teacher. Sixth form students who use their phone elsewhere in the school or are identified as using them inappropriately will have it confiscated.

### **Headphones/Ear Buds**

Headphones/Ear Buds are subject to the same rules as mobile phones.

### **Smart Watches**

If smart watches are used for communication purposes, they will be confiscated in line with the above policy.