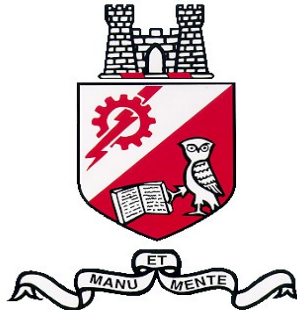


# WEST HATCH HIGH SCHOOL



## MOBILE PHONE AND CONNECTED DEVICE POLICY

Policy date: May 2025

Signed:  ✓

Headteacher Victoria Schaefer

**RATIFIED BY THE GOVERNING BODY IN MAY 2025**



Signed

Chair of Governors Adrian Harris

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## 1. Purpose and Rationale

At West Hatch High School, our primary aim is to create a **calm, focused, and safe learning environment** where every student can thrive academically, socially, and emotionally. This mobile phone and connected device policy has been developed in response to growing evidence, national guidance, and direct observations within our school community.

By implementing a clear and firm approach to mobile phone use, we aim to:

- **Improve focus and academic outcomes**
- **Support students' mental health and emotional wellbeing**
- **Encourage real-world friendships and social skills**
- **Create a safer, calmer and more respectful school environment**

We recognise that mobile phones are powerful tools — but without boundaries, they can become powerful distractions and dangers. Our school is choosing to set those boundaries clearly and consistently, with the welfare and success of our students at heart.

## 2. Scope

This policy applies to all students at West Hatch High School from Year 7 to Year 11, as well as to Sixth Form students, with limited exemptions.

### When the Policy Applies

- From the moment a student enters the school site at the gates until they leave at the end of the day
- This includes:
  - Before school (on-site)
  - Lesson times
  - Break and lunchtime
  - Transitions between lessons
  - Clubs and supervised after-school activities (unless directed otherwise)

### Devices Covered by the Policy

This policy includes, but is not limited to:

- Mobile phones
- Smartwatches
- Wireless earphones and headphones
- Tablets or other connected devices brought to school

## Sixth Form Students

Sixth Form students may be granted greater flexibility:

- They may use their phones only in the Sixth Form Centre, at appropriate times and with staff permission.
- Sixth Form students must still comply with the whole-school policy when outside of Sixth Form designated areas.

## Staff and Visitors

While this policy is directed at students, staff and visitors are expected to model appropriate and professional use of mobile phones during the school day.

### **3. Expectations**

All students are expected to adhere to the following expectations to support a focused, respectful, and safe school environment.

Mobile phones and connected devices must:

- Be switched off before entering the school grounds.
- Remain out of sight (e.g. in a bag or locker) throughout the entire school day.
- Not be seen, heard, or used at any time
- Headphones, earphones and smartwatches:
  - Must not be worn or visible at any time.
  - If visible, these will be treated as a breach of policy and subject to the same sanctions as mobile phones.

Use of devices on site:

- Photography, filming or audio recording using any device is strictly prohibited on school premises.
- Students must not access social media, messaging apps, or games on school grounds under any circumstances.

Responsibility:

- Students bring devices to school at their own risk.
- The school is not liable for loss, theft, or damage of any personal devices on school property.

By following these expectations, students help create an environment that supports learning, promotes wellbeing, and reflects the values of West Hatch High School.

#### 4. Confiscation procedures

Any student seen using a mobile phone or connected device will have it confiscated immediately by a member of staff. If the pupil is seen with headphones, these will be confiscated along with the pupil's phone on the assumption that they are connected.

Refusal to give the phone to the member of staff will be considered defiance and will result in the pupil being placed in isolation for the remainder of the day.

The device will be taken to Student Services and securely stored.

The confiscation will be recorded on the school's system.

The student may collect the device at the end of the school day from the Main Hall.

The school will not be responsible for pupils missing the school bus because of any delays caused by them needing to collect their phone

#### 5. Sanctions for Repeated failures to meet expectations

- **First offence:** Device confiscated, recorded, and returned at the end of the day. Parents/carers notified.
- **Second offence:** Device confiscated, recorded, and returned at the end of the day. Parents/carers notified. Pupil placed in 30-minute detention.
- **Third offence:** Device confiscated, recorded, and returned at the end of the day. Parents/carers notified. Pupil placed in 1 hour detention. Parents encouraged to take action to prevent further occurrences, such as replacing phone with a non-smart phone.
- **Fourth offence:** Device confiscated, recorded, and returned at the end of the day. Parents/carers notified. Pupil placed in isolation for 2 days.
- **Fifth offence:** Device confiscated, recorded, and returned at the end of the day. Parents/carers notified. Pupil suspended for 2 days.

Repeated failure to follow the school's policy on this may result in the school confiscating the phone for an extended period in consultation with parents and carers. At this stage it would be considered a serious breach of the school's behaviour policy.

#### 6. Sanctions for Repeated failures to meet expectations

If a student needs to contact a parent/carer during the school day, they should request permission to do so via the school office.

If pupils are found to have not followed this process instead electing to use their phone it will be confiscated as though it were seen.

By encouraging pupils to speak to staff directly when they need support it will reduce anxiety for both pupils and parents.

Parents/carers who need to contact their child should do so by calling the school office or e mailing [admin@westhatch.net](mailto:admin@westhatch.net)

## 7. Exemptions

- In specific cases, where a student requires a device for medical reasons (e.g., diabetes monitoring), an exemption may be granted with prior agreement from the school via the care plan procedure (medical conditions) or annual review (SEN conditions).
- Pupils will be given a medical exemption card that they should keep with their phone that demonstrates that they have an exemption.
- 6<sup>th</sup> form students while in the 6th form centre.
- When given explicit instruction by a member of staff that they may use the device.

## 8. Responsibilities

Students: Must adhere to this policy and ensure their devices are switched off and out of sight.

Parents/Carers: Should support the policy by ensuring their child understands and follows the rules. Consider installing family link app's that allow you to monitor and control use during school hours.

Staff: Must enforce the policy consistently and fairly, confiscating devices when necessary and recording incidents appropriately.

By working together, we can create a school environment where students can focus on their learning, develop strong interpersonal skills, and build positive relationships without the distractions and pressures associated with mobile phones and connected devices.

***This policy will be reviewed annually to ensure its effectiveness and relevance***