

Mobile phone devices in school

Under -16s (Y10 and under)

- Students who arrive at school with a mobile phone will be expected to hand them in to their Tutor Team when they arrive
- Each student will be provided with a sealed envelope for their mobile phone which will be placed in the Tutor mobile phone box. This will be stored in a locked cabinet. Only authorised staff will have access to the locked cabinet.
- Ideally, wherever possible students will leave their mobile devices at home
- Students' phones will be returned at the end of the school day

Over-16s (Y11 and over)

- Students will be expected to manage their mobile devices as if they were at a place of work. This means they are able to have them in their bag or on their person, but would be expected to keep them away during lessons and to operate appropriate controls, for example, having notifications silenced
- Students **may not use** their phones in **any space** where under-16s are present
- School accepts no responsibility for loss or damage to a student's mobile device if they have chosen to bring them to school