



BLENHEIM  
SCHOOLS

# Mobile Phone & Personal Electrical Devices Policy – Senior School

Policy Folder: Internal

# Mobile Phone & Personal Electrical Devices Policy - Senior School

(Includes all mobile communication devices)

## Contents

Phone Policy – Senior School.....	1
1. Policy Statement.....	2
2. Implementation .....	2
3. Key Personnel .....	3
4. Procedures.....	3
4.1 Expectations of Students.....	3
4.2 Medical Considerations .....	3
4.3 Breakfast & Homework Club .....	4
4.4 Sports Fixtures (Including ISA Tournaments).....	4
4.5 Educational Visits (Including Residentials).....	4
4.6 Emergency Contact During the School Day .....	4
4.7 School Transport (Home-to-School).....	5
4.8 Tuck Shop & Use of ‘Square’ Pay Portal .....	5
4.9 Student Concerns & Parent Contact.....	5
4.10 Sixth Form .....	5
4.11 Confiscation & Sanctions .....	5
5. Responsibility.....	6



## 1. Policy Statement

Quinton House School's policy on mobile phones and other personal electronic devices demonstrates an understanding that whilst mobile devices can be beneficial to both personal safety and education, they can be a significant vehicle in causing harm to individuals via cyber-bullying and circulation of images. They can also cause significant distraction and disruption within a school environment. It is appreciated that mobile phones and other electrical devices are an integral part of everyday life for our students and, when used appropriately, are a tool which can support learning, facilitate social interaction and allow students to relax. Quinton House School understands that stakeholders will have varying opinions regarding the use of mobile phones in school and as a result a parental consultation process was completed in November 2024, prior to this policy being updated. This policy has been heavily influenced by the Department for Education's 'Mobile Phones in Schools' Guidance (February 2024) and the data presented within it. To view this guidance, please use the following link: [Mobile phones in schools - February 2024](#)

The school wishes to educate all students on the appropriate use of modern technologies and presents students with individual student devices, in the form of laptops, to support their learning and ensure they develop the digital skills to be successful in an ever-evolving world. Nonetheless, the school's policy aligns strongly with the Department for Education and in turn has an overarching approach in relation to mobile phone usage: **never seen, never heard, never used.**

It is expected that the adherence to this policy will fulfil some or all of the following:

- Ensure students are safeguarded from online harm via their personal device during school hours.
- Allow all students the opportunity to learn in an environment free from distraction.
- Create opportunities for social interaction and development of social skills more widely.
- Enable students to collaborate with peers within lesson time, clubs and other school-based events.
- Develop a range of virtuous behaviours in line with the school's strategic focus on character development, including self-discipline, honesty, collaboration, integrity and resourcefulness.
- Enable students to support and protect their own and others' wellbeing and mental health.



- Create a learning environment whereby the focus remains solely on personal development and academic achievement.
- Limit the number of behaviour-related incidents which can often be fueled by the use of mobile devices.

## **2. Implementation**

Quinton House School seeks to implement this policy through adherence to the procedures set out in the rest of this document. Quinton House School is fully committed to ensuring that the application of this co-curricular policy is non-discriminatory, in line with the UK Equality Act (2010).

## **3. Key Personnel**

- Members of teaching staff
- Form Tutors
- Heads of Phase
- Deputy Head (Pastoral)

## **4. Procedures**

### **4.1 Expectations of Students**

All mobile phones belonging to students must be switched off and stored within the student's school bag. Students must ensure that their phones and other electronic devices (for examples EarPods) are switched off and stored safely prior to entering the school building. It is recommended that students bring a padded case in which to store their phone to prevent any accidental damage. The students' phones are to remain switched off and stored within their bags until the end of the day at 3:45pm. At the end of the school day students are not permitted to use their phones until safely outside of the school buildings. Phones at the end of the school day should be utilised solely for the purpose of locating parents and arranging their pick-up, if not already known. Students are not permitted to film videos, take pictures of themselves, peers, staff and/or the school site or access social media platforms which do not support the pick-up process. Students who plan to access an after-school co-curricular club should go straight to the club and not use the time to access their phone unnecessarily. This approach will apply to students accessing homework club.



On very rare occasions students may be instructed by a member of staff to use their mobile phones/devices during the school day. This would only be permitted in extenuating circumstances or to facilitate the learning journey (GCSE Art & Photography, for example). The use of a mobile phone in this context would be carefully managed by the member of staff and upon completion of the phone's use, students would be instructed to switch their phones off and ensure they are placed back into the student's school bag.

We appreciate that many students like to revise using App-based products. Whilst we support these Apps as a means of revision, we do not believe that a student should rely on them. Therefore, whilst in school we will allow students to revise using web-based platforms via their individual device only and thus not their mobile phone device.

#### **4.2 Medical Considerations**

The school is experienced in supporting students who require the use of a phone or similar electronic device to support their medical needs. This is particularly common in students with diabetes but is not limited to this. The school remains committed to supporting students with medical need and as such, permission is given to students who require this usage. It is vital that parents inform the school of any medical need which requires the support of an electronic device. This communication will ensure that all relevant members of staff are made aware and ensure that sanctions are not incorrectly given.

#### **4.3 Breakfast Club and Homework Club**

Students are not permitted to use their mobile phones and/or electronic devices whilst in breakfast and/or homework club. Both clubs are supervised by a member of staff who will support students should they need to contact parents/guardians. These matters will be dealt with empathetically but students must adhere to this approach.

The school understands that parents can attempt to communicate with their child(ren) whilst in homework club. We politely request that any communication is directed via the Administration Team, who will pass on any specific information to individual students. Students should be collected directly from the Main Hall; therefore, it is hoped that there is limited need for communication during this time.

#### **4.4 Sports Fixtures (Including ISA Tournaments)**

Students are permitted to take their mobile phone device with them when attending sports fixtures but this decision is at the direction of parents/guardians. Mobile phones are not a prerequisite for the activity and thus the responsibility remains with the parents/guardians and students. Students are only permitted to use their phones under the direction of the member of



staff in charge. For example, when students are travelling back from a fixture/ISA tournament outside of the normal school day, students may be allowed to listen to music and/or read. Students are not, however, permitted to utilise social media platforms, games or complete any form of external communication (e.g. phone calls). When listening to music, students would need to ensure EarPods are utilised.

The member of staff in charge of the fixture/tournament remains the right to allow students to communicate with parents/guardians. This would be most likely in the event of traffic and the member of staff being unable to communicate due to driving. All direction and instruction would be explicit in nature by the member of staff and therefore should students breach this instruction or take advantage of it, sanctions would be applied, and this luxury would be removed.

#### **4.5 Educational Visits (including residential)**

The use of a mobile phone device and other electronic devices remains at the discretion of the trip leader. Clear guidance regarding mobile phone usage whilst on a day trip or residential would be given by the trip leader as part of the 'trip launch' event(s). Any decisions made around phone or other electronic device usage whilst on a trip would be overseen by the Educational Visits Coordinator (EVC) and Headmaster.

#### **4.6 Emergency Contact During the School Day**

Any student needing to make emergency contact with a parent during the school day can do so via the school's Main Hall reception. Any parents who are experiencing an emergency must contact the school in the first instance and the Administration Team will inform the student or relevant member of staff. This allows the school to manage the student's response to the emergency, support their wellbeing and ensure they are prepared for collection. We appreciate in advance parental support with this element of the policy.

#### **4.7 School Transport (Home-to-School)**

Students may use their mobile phone when travelling to and from school; however, if the phone is used in a manner deemed by the school as inappropriate this privilege will be removed. Students are not permitted to take photos, create videos, or play music out loud. Any use of a mobile phone or other electrical devices must not cause any distraction for the driver of the vehicle. Please note that any breaches of this policy will result in the school removing permission for a student to use their mobile phone whilst on school transport and, depending



on severity, may result in the student being removed from the school transport system.

#### **4.8 Tuck Shop & Use of 'Square' Pay Portals**

Quinton House is committed to being a cash-free school. This approach can, at times, conflict with the mobile phone policy and its implementation. It is, however, expected that students can navigate successfully and responsibly between both. Students are permitted to use their mobile phone device to complete payments whilst in school, for example at tuck. This process must be responsibly managed. Students are expected to attend tuck with the phone stowed away and once in the conservatory follow a simple routine:

- Remove their phone from their bag, switch it on and join the queue.
- Hold their phone in their hand without it being used up until payment is required.
- Make payment and then switch off their phones.
- Place their phone back into their bags.

This process is clear without ambiguity and thus must be adhered to at all times.

#### **4.9 Student Concerns & Parent Communication**

Students are not permitted to contact home directly when distressed or facing an issue within school. This could include friendship issues, wellbeing concerns and any other form of situation which leads to students wanting to speak to their parents/guardians. It is crucial that all in-school situations are understood, contextualised and communicated professionally and objectively. To support this, all students are directed to share their concerns with a member of staff, ideally their Form Tutor, Head of Phase or a member of the Pastoral Support Team. All students will be dealt with compassionately and communication with parents/guardians will be timely and, importantly, accurate. Irrespective of the concern, should a student communicate directly with parents/guardians without following the above procedure they will be subject to the relevant sanction.

#### **4.10 Sixth Form**

Sixth form students are role models within our school community. As such, sixth form students are only permitted to utilise their mobile phone devices within the Sixth Form Village. When sixth form students are outside of the Sixth Form Village they are expected to adhere to the same rules and expectations as the rest of the school community, as outlined above.

#### **4.11 Confiscation & Sanctions**

Any mobile phone that is seen and/or heard outside of the specific instructed



time will be confiscated by the relevant member of staff and handed into the Main Hall reception. Any form of student defiance at this stage will be considered when applying the subsequent sanction. Students can then collect their mobile phone from Main Hall reception at the end of the school day, 3:45pm.

Following confiscation, the member of staff will submit a Level 3 sanction via ISAMS. This will be sent directly to parents/guardians and will offer a brief overview of the situation which surrounded the mobile phone use leading to its confiscation. The Level 3 sanction will result in a 1-hour detention with the relevant Head of Phase, taking place on a Friday after school, 4pm – 5pm. Furthermore, due to the breach of policy the student in question will not be permitted to carry their mobile phone on their person. As a result, and should the student need to bring their phone into school, they will be expected to hand their phone in to Main Hall reception on the morning of each day and collect it at the end of the day. This phone ban will remain in place for a full term. Following the end of that term, students will be given a fresh chance to carry their phone responsibly and learn from their prior mistake.

Should a student, who is not permitted to carry their phone following confiscation, be found to be in possession of their phone then the behaviour policy will be followed and an escalation will take place. This will be communicated by the relevant Head of Phase. The mobile phone device, if seen when not permitted, will be confiscated again by the relevant member of staff and the parent/guardian will be asked to collect the phone from Main Hall reception at the end of the school day.

The safety of the students travelling to and from school will not be compromised at any time; therefore, no mobile phone will be kept on school site over night or over a holiday period. Additionally, students who require a mobile phone device for medical reasons will be exempt from this confiscation process. Students will; however, receive an alternative school action which will be completed to ensure consistency.

Please be aware that behaviour that brings the school into disrepute, or the completion of illegal acts via the use of mobile phone devices can lead to immediate suspension and/or police intervention.

### **5. Responsibility**

It is the school's preference that phones are not brought onto school site unless absolutely necessary.

The decision to provide a mobile phone to their children should be made by parents/guardians. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities and ensure the relevant restrictions of usage are activated on the





phone.

Parents/Guardians should be aware that if their child brings a mobile phone to school, the school cannot accept responsibility for any loss, damage or costs incurred.

Parents/Guardians are reminded that, in case of emergency, the school reception remains the first point of contact and can ensure your child is contacted quickly and assisted in the relevant way.

*The Headmaster retains the right to alter any decision made in relation to this policy and its approach. Any significant change to this policy would be communicated to all stakeholders.*

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