

Colne Valley High School - Mobile Phone Policy

Effective Date: 01st September 2025

Purpose

The purpose of this policy is to provide a safe and focused learning environment for all students. Mobile phones can be a significant distraction in the school setting and may lead to issues around cyberbullying, safeguarding, and academic disruption. Therefore, Colne Valley High School enforces a ban on mobile phone use during the school day.

Policy Statement

Mobile phones must not be used, seen, or heard anywhere on the school premises during school hours (including break and lunch times). This applies to all students.

Expectations

Students should not bring mobile phones to school unless absolutely necessary.

If a mobile phone is brought to school, it must be **handed in upon arrival** at the designated **year group locker zone** before morning registration.

The phone will be placed inside a phone locker, inside a locked office and your child will be handed a ticket for their allocated locker.

The school accepts no liability for mobile phones.

Year Group Locker Zone Procedure

Each year group has an assigned secure locker area supervised by a designated staff member during morning drop-off.

Phones must be handed in between 08.15 and 08.35.

Staff will ensure the phone is stored in the correct locker, logged and ticket given.

Phones will be returned to students at the end of the school day by collecting at the year group locker zone between 3.10 and 3.30 (Bus users will be prioritised)

Students must not attempt to access their phones during the school day.

Year Group Locker Zone locations

Year 7 – D Block (By reflection)

Year 8 – Student reception

Year 9 – C Block

Year 10 – D Block main entrance

Year 11 – D Block main entrance

Consequences of Non-Compliance

If a student is found in possession of a phone during the school day or fails to hand it in:

Phone is confiscated and stored in the year group locker and ticket issued; parents are informed.

Repeat offences: Phone is confiscated and must be collected by a parent/carer. Sanctions may be issued in line with our behaviour policy.

Refusal: Refusal to hand in phone will lead to escalated sanction in line with our behaviour policy.

Emergencies

In case of an emergency, students should speak to a member of staff in their year team, and staff will ensure communication with home is facilitated. Parents should contact the school directly if they need to reach their child during the day.

Medical needs

Students requiring their mobile phone for medical purposes e.g checking insulin levels will be contacted separately by our wellbeing team to ensure suitable arrangements are in place.

Review

This policy will be reviewed annually or sooner if required by changes in legislation or school needs.