TRANBY

EAST YORKSHIRE

MOBILE PHONES

This policy applies to all members of our school community including those in our Early Years setting.

The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Tranby seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the main school office and must be read in conjunction with the Responsible Use of Communication Technology Agreement which all pupils are required to sign; and the following documents:

- Anti-bullying
- Cyberbullying
- Behaviour
- ICT
- Acceptable usage policy for staff
- Acceptable usage policy for pupils

This document is reviewed annually by Mrs A Robinson, or as events or legislation change requires.

Mobile Phones	
Reviewed by:	Mrs A Robinson, Assistant Head, DSL
Date of last review:	September 2026
Approved by:	Mr Paul Grimwood, Chair of LGB
Date of approval:	September 2026
Reason for changes:	Changes to sanctions and annual update.
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Policy Statement

For the purpose of this policy a mobile phone is defined as any communication device carried by an individual.

Mobile phones have become an important and invaluable part of our modern lifestyle. The school understands there are times when possession of a mobile phone can provide a sense of safety and security while travelling to and from school, as well as enabling urgent calls or contact for parents.

The school recognises that there are times when it is genuinely appropriate and useful for pupils to have access to a mobile phone; for example, to contact parents in emergencies or to confirm or change a collection time after school. The principal that guides our approach throughout the school is that:

- mobile phones must not disrupt any educational or other school activity
- courtesy and consideration of, and respect for, others are always paramount.

Prep School

The school's approach to mobile phones recognises the part that these devices play in the lives of our pupils, their parents and our staff. During a pupil's progression through the Prep School there will be a considerable change in their interest in and use of a vast range of communication technologies, one of which will be the mobile phone. By Year 6 it is recognised that most pupils will have a phone and may already be bringing it to school.

During the Preparatory phase of the pupil's education the following policy will apply:

EYFS and Key Stage 1

- Pupils should not have a mobile phone at school. Any device brought into school should be removed from the pupil and returned to the parent/guardian with the request that it is not appropriate for it to be brought into school in the future.

- In the event of an emergency, parents/guardians are requested to use theschool phones. Parents/guardians may call the office to relay emergency information.

- The parents/guardians of pupils who become ill during the day will be contacted by the school so that collection can be arranged.

- Pupils who travel by school bus may be permitted to bring a mobile phone to school, in line with the procedures for KS2 pupils.

Key Stage 2

No pupil should have a mobile phone in school unless they travel home by school bus. This is so that should a parent be delayed once the bus has left school, they may contact their child. All phones should be clearly named and handed in at the bus room at the start of the day where they will securely stored. The phones are returned to the children when they come to the bus room at the end of the day.

Children who come to school on the bus and are collected by other means at the end of the day should not need to bring a phone to school.

Children who are taking part in a trip or playing in a match that is away from school after the end of the school day do not need to bring a phone with them, any delay will be communicated directly to parents by text by the member of the leadership team on duty.

If a child is staying away from home overnight or visiting another child after school and needs to have a phone with them, this should be handed in at the office in the morning and collected at the end of the day.

Any other phones found in school are taken to the school office for collection by parents/guardians.

During Key Stage 2 the e-safety education and information programme will address the positive uses of mobile phones and the unacceptable ways that they can be used to hurt people. This programme will also advise pupils what to do if they become party to such incidents. The programme will cover:

- Etiquette of texting
- Sending massages to strangers
- Cyberbullying
- Use of the Internet on a mobile phone
- Use of photos and videos (sexting)
- The cost of ownership and the safe use of the phone

Senior School

The School's approach to mobile phones recognises the part that these devices play in the lives of our pupils, their parents/guardians and our staff. The principal that guides our approach is that mobile phones must not disrupt any educational or other school activity. This includes:

- sports activities, including sports days or inter-house competitions
- the movement around school between lessons
- school concerts
- organised excursions
- evening functions at the school
- after school detentions
- lunchtime activities.

Pupils may use mobile phones before and after school. They are not permitted to use them during break and lunchtimes, in the pupils' form rooms or outside in the school grounds. From 8.40am pupils in Y7,8,9,10 and 11 must hand their phone in at the Refectory where it will be stored and locked away securely. It is strictly forbidden to use a mobile phone whilst walking around the school. Any phone that is either turned on or on display during lessons will be removed, turned off and placed in the school office for collection at 16:00 on the same day. Mobile phones must be turned off during instructional time or any other time requested by a member of the school's staff. In the event of sports fixture and or an appointment where a pupil needs to leave early, their phone will be retrieved for them either by a member of our sports staff and or office staff.

Whilst in use, pupils must not use their mobile phones to marginalise, harass or bully other members of the school community. The taking of photographs and video at school is forbidden and all pupils must be made aware of this requirement and the consequences if they are ignored.

In the event of an emergency, parents/guardians are requested to use the school phones. Parents/guardians may call the office to relay emergency information.

Pupils are not to call their parents/guardians directly to pick them up if they feel sick. Pupils must report to the First Aider's office and the First Aider will contact their parents/guardians.

Pupils are not expected to call or text their parents/guardians during

- lessons
- instructional periods
- Sixth Form private study periods
- during examinations
- organised activities, either in or out of school
- any organised events where mobile phones are not permitted at the school's discretion
- any organised event, such as Duke of Edinburgh, where mobile phones though allowed for personal safety are not expected to be used to maintain social contact
- any other period where a member of the school's staff requests that phones are turned off.

Any mobile phones/electronic devices that pupils bring to school are carried at their own risk. The School is not responsible for the loss theft or damage to such equipment. Parents and pupils should ensure that such phones are properly and adequately insured as personal property.

Sanctions

- Mobile phones which are left on in contravention of this policy will be confiscated and placed in the school office for collection at 16:00 and a lunchtime detention will be issued to the pupil at the next available lunchtime. HOKS will log this and discuss with the pupil.
- Confiscation of a phone for the second time in any one term will result in an after-school detention.
- A third confiscation in any one term will result in a Friday Headmasters detention.
- Repeated confiscation of a pupil's mobile phone will result in discussions with parents/guardians about the problem and will ultimately lead to the pupil having the privilege of bringing a phone to school removed.

During Key Stage 3 to 5 the e-safety education and information programme will address the positive uses of mobile phones and the unacceptable ways that they can be used to hurt people. This programme will also advise pupils what to do if they become party to such incidents. The programme will develop the issues covered at Key Stage 2 and develop a deeper understanding of the dangers and the responsible approach to using all communication technologies:

- importance of protecting personal information
- etiquette of texting
- sending massages to strangers
- cyberbullying
- use of the Internet on a mobile phone
- using email sensibly
- use of photos and videos (sexting) and distributing them
- the cost of ownership and the safe use of the phone.

Teaching Staff

Mobile phones are to be switched off/silent profile during lessons, meetings, duty periods, activity periods and any pupil contact time. In the case of an urgent call please advise the School Office of your urgent circumstances.

The school's mobile phone should be carried on all external visits and trips. This number can be given to parents/guardians as a point of contact or in the case of emergency.

The school mobile phone will be available for staff to use during all such visits. If preferred staff can use the school's SIM card in their own phone but they should not be using their personal phone and SIM card unless there is no other alternative. Where this is the case personal phone numbers should not be given to any pupil (please see the School Office for details). Parents or pupils should contact you through the School Office – do not give out personal mobile phone numbers.

Parents/Guardians

Parents/guardians will be asked to turn phones off when volunteering in classrooms, attending school events, attending assemblies or at meetings so that there is no disruption to the school's programme.

Guidance is to be offered to parents/guardians on the use of mobile phones and the things that they can do to protect their children from the potential dangers associated with their use.

Loss of Phones

Pupils bring mobile phones to schools at their own risk and the school accepts no responsibility for any loss or damage whilst at school or in transit to/from the school.