



PUDSEY GRAMMAR SCHOOL

EST. 1905

Mobile Phone Policy
March 2026 Onwards

Start Date

- Policy begins **Monday 30th March**.

Overall Rationale

- Supports a **calm, focused, and distraction-free** learning environment.
- Reduces **safeguarding risks** and the negative impact of social media on concentration.
- Aligns with school values of **respect, resilience, and integrity**.
- Years **7–11: completely phone-free school day**.
- **Sixth Form:** permitted limited use in **designated areas only** (Sixth Form Social areas, Reception, End of Street, Floor 0)

Where and When the Policy Applies

Morning

- Phones must be **switched off and in bags** before entering the building.
- This applies to students entering the building early for Breakfast Club.
- **Late to school** - On Call staff check students phones are switched off and in bags, it may just be a reminder to students
- **No bag** - students borrow a bag from reception, return at the end of the day. If students refuse to borrow a bag, they must hand phone over and collect at the end of the day from the Year Office. Reception send phone to the Year Office labelled in an envelope.

End of Day

- Phones may only be switched on **after exiting the building**. This applies to students in after school interventions, lessons or detentions.

Expectations for Years 7–11

- Phones must be:
 - **Off**
 - **Inside bags**
 - **Not in blazer pockets**
 - **Never seen**
- If seen → **immediate confiscation** (see below Classrooms or Corridors/Social Time rules)

- If heard in bag, remind student to switch off, student has permission to switch off.

Sixth Form Expectations

- May use phones only in **designated Sixth Form areas**, this includes Sixth Form Study area in the Main Hall
- If a student has a phone out remind them to put it away.
- Students should not carry phones around on display.

Communication & Arbor

- Students should check Arbor **before entering the building**. It is their responsibility to have a copy of their timetable in their planner or know their timetable
- Students are not allowed to use their phones to check Arbor during the day.
- Students are responsible for knowing if and when they have a detention. As a reminder daily detention lists will be displayed in the Street and form tutors will remind students when possible. The Reception will produce the detention lists each morning before break.
- Parents receive **automatic notifications** if they have the Arbor App.

Confiscation Procedures

There are 2 procedures for confiscating a phone depending on where it is seen.

1) **Classroom rule**– If a phone is seen in a classroom
Procedures for staff to follow;

- It must be confiscated.
- Incident logged on Arbor – ‘Mobile phone confiscation classroom’, room number required
- Phone collected by On Call/Main Office (both will receive a message)
- The phone is taken to Reception
- Parents/carers are contacted.
- Phone collected by parents/carers at the end of the day

2) **Corridor/Social Time rule**– if a phone is seen outside a lesson.

This rule applies during break and lunch times. This includes moving to and from a lesson before and after break and lunch. It applies when students are outside a classroom e.g. having a timeout or going to the toilet from a lesson.

Procedures for staff to follow;

- It must be confiscated,
- If possible staff should take it to the Year Office
- If on break or lunch duty staff should hand it to the Year Leader if convenient
- If it is not possible to get to the Year Office or Year Leader, staff log the incident on Arbor so the phone can be collected
- Incident logged on Arbor 'Mobile Phone confiscated around the building' room number required
- Phone collected by On Call (a message will appear on the iPads) room number required
- Phone taken to the Year Office, put in an enveloped, labelled, kept securely.
- Student collects at the end of the day
- Responsibility Card signed before the phone is handed back.

Refusal to Hand Over

- Results in **isolation**.
- Continued refusal → parents contacted.
- Persistent refusal → further escalation.

Additional Key Rules

- Borrowing uniform → student must **hand in phone for the day**.
- Students leaving lessons: bags should remain in class.
- Phones must stay **off and in bags**.
- Phone use in toilets -Corridors/Social Time rules apply.

Exceptions

- Students are allowed to use their phones in the Strategy club and other clubs if they are needed for the activity. This must happen once the club has started and students are supervised by a member of staff.
- Some students will be allowed to use phones for medical or pastoral reason. They will have a note in their planners. Students will use phones discretely or in a supervised area, e.g. Year Office.
- Reasonable adjustments will be made for some SEND students to have access to a landline phone or mobile phone under supervision in an office.
- Students will be able to upload photographs from their mobile phones in Art and Photograph clubs. This must happen once the club has started and students are supervised by a member of staff.

Parent Expectations

- Parents should **not** contact students directly during the day on their phones as students will not be able to answer the call or read and respond to any messages.
- Urgent communication must go through the **main school office**.

Airpods/Smart watches/Other electronic equipment

- Airpods are not allowed in school, the same rules apply as for mobile phones and will be confiscated. (Depends what time of the day – Classrooms or Corridors/Social Time rules apply).
- Smart watches are allowed but should not be connected to a phone as the phone is switched off. This will be reviewed.
- iPads and other electronic devices are not allowed in school (unless they have been brought in and are used under staff supervision in the Strategy Club in the Main Hall).

Scenario Guidance for Staff

- Phone seen after entry to the building → confiscate (Corridor/Social Time rule).
- Phone seen before leaving the building at the end of the day → log for next-day confiscation (Corridor/Social Time Rule).
- “I was putting it away” → confiscate (Depends where it is seen – Classrooms or Corridors/Social Time rules apply)
- Dysregulated students using phones → confiscate (Depends where it is seen - Classrooms/Corridors or Social Time rules apply)
- Phone in toilets during lesson time → confiscate (Corridors/Social Time rule)
- Phone in toilets during break or lunch time → confiscate (Corridors/Social Time rule)
- Phones clearly visible in blazers (even off) → confiscate (Depends where it is seen – Classrooms or Corridors/Social Time rules apply)
- Students on a phone outside a lesson having 2 minutes out → confiscate (Corridors/Social Time rule)
- A member of staff sees a student with a phone out from a distance in the corridor, Street or Yard → confiscate (Corridors/Social Time rules apply). Staff should go over and confiscate the phone, there must be some interaction so the student knows that they have been seen with their phone out.
- A member of staff is walking along the corridor and sees a student with a phone → confiscate (Corridors/Social Time rules apply)
- A student refuses to hand over the phone and the member of staff is about to go into a lesson to teach → Contact On Call/Year Leader to confiscate the phone.

If a phone is seen in a lesson it is disturbing teaching and learning and must be confiscated and sent to Reception for parents/carers to collect. If a phone is seen outside a lesson, even if the student should be in the lesson, it is confiscated and sent to the Year Office for the student to collect at the end of the day.

We will review this policy and make any necessary changes to ensure the school is mobile phone free for students in Years 7 to 11.