The Gryphon School
Mobile Phone Policy

The Gryphon Document Control Table	
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Author	Joe Miles
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Contents

The Gryphon School – Mobile Phone Policy 3

Introduction 3

Scope of the Policy 3

Expectations – 'Off and Away, All Day' 3

Rationale and Wellbeing 4

Responsibility 4

Unacceptable Use 4

Sanctions 5

Support for Victims 5

Trips and Visits 5

Medical Needs 5

Other mobile / cellular devices 5

The Gryphon School – Mobile Phone Policy

Introduction

The Gryphon School recognises that many parents and carers provide their children with mobile phones for reasons of personal safety, particularly where students travel independently to and from school or take part in extracurricular activities beyond the school day.

However, in line with government guidance and the school's commitment to safeguarding, wellbeing, and high-quality learning, The Gryphon School operates a clear mobile phone ban during the school day. Once students enter the school site, mobile phones must be switched off and kept out of sight at all times until the end of the school day.

This policy exists to support a calm, focused learning environment, promote positive face-to-face social interaction, and protect students from the risks associated with mobile phone misuse.

Scope of the Policy

This policy applies to all students in Years 7–11 throughout the school day, including lesson time, social time, movement between lessons, and break and lunchtime.

Sixth Form students are permitted to carry mobile phones. Use is allowed only:

- In the Sixth Form common room
- In lessons, at the explicit discretion of the teacher

Sixth Form students must not use mobile phones around younger year groups or in shared areas during the school day.

Expectations – 'Off and Away, All Day'

For students in Years 7–11:

- Mobile phones must be switched off and kept out of sight for the entire school day
- There is a no-warning policy – any phone seen will be confiscated
- Confiscated phones will be taken to reception and may be collected at the end of the school day

If a student needs to contact home during the day, permission must be sought via the Student Hub or Year Office. Parents and carers are reminded that, in emergencies, the school office remains the most effective point of contact.

Mobile phones will be placed in students' bags during the first 10 minutes of the day – this will be managed and coordinated by tutors, before lessons begin.

Phones will be confiscated if they are seen in student pockets including trousers, shorts, skirts, coats etc.

Rationale and Wellbeing

The school recognises a growing body of evidence linking excessive mobile phone use to reduced attention, disrupted sleep, negative impacts on mental health and self-esteem, and increased exposure to cyberbullying and harmful content.

By restricting mobile phone use during the school day, The Gryphon School aims to support students' wellbeing, concentration, resilience, and positive relationships.

We are following strict guidance set out by the DFE: https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools

Responsibility

- Students bring mobile phones to school at their own risk
- The school accepts no responsibility for loss, theft, or damage, including when phones are confiscated
- Phones should be kept secure at all times, including during PE
- Phones may be handed in to reception for safekeeping if clearly labelled
- Students are discouraged from bringing expensive devices to school
- Parents and carers are encouraged to discuss responsible and appropriate phone use with their child

Unacceptable Use

The following are considered serious breaches of this policy:

- Using a phone during the school day without permission
- Photographing or filming staff or students without consent
- Filming or photographing in toilets or changing rooms
- Bullying, harassment, or intimidation via digital means
- Posting harmful or defamatory content about others
- Refusing to hand over a phone when requested by staff
- Using a phone to cheat in assessments or examinations

Misuse outside school hours that impacts the school community may also result in sanctions.

For public examinations, mobile phones are not permitted in exam rooms in line with exam board regulations set out by individual exam boards and JCQ.

Sanctions

Each time a student is found with a mobile phone the following procedure will occur:

- The phone is confiscated until the end of the day and stored safely in the student hub
- Level 3 Detention will be issued and recorded on Arbor
- Student collects phone at the end of the day

Three or more confiscations in a half term with result in a Written Warning (see behaviour policy) and a meeting with parents will be arranged. A pastoral support plan will also be issued.

Support for Victims

Where incidents involve harm, harassment, or distress, the school will:

- Provide appropriate pastoral support
- Work with families to agree next steps
- Record incidents on school safeguarding systems
- Support removal of harmful online material where possible
- Educate those responsible about the impact of their actions

Trips and Visits

Mobile phones may be permitted on school trips for safety and communication purposes, at the specific discretion of the trip leader. Expectations for use will be clearly communicated to students and parents prior to the visit and reflected in risk assessments.

Medical Needs

A small number of students may need their mobile phone on them during the school day for medical reasons – this will be agreed with the HOY and SENCO where appropriate and school staff will be made aware. This information will be recorded on the school's management information system (Arbor).

Other mobile / cellular devices

From 1st January 2027, smart watches (e.g. Apple Watch) and smart glasses (e.g. Meta Glasses) are banned from school. Students are advised to leave such devices at home to avoid potential damage whilst kept in school bags. Filming / recording / taking images with any smart device is prohibited whilst in school.