



**Tadcaster Grammar School**

**Mobile Device Policy**

**July 2025**

**Revised January 2026**

## Mobile phone use:

The purpose of this policy is to prevent the unacceptable use of **mobile devices** impacting negatively on learning. For the purposes of this policy, all references to mobile devices should be taken to include mobile phones and tablets (excluding school chromebooks).

## Rationale:

To ensure a calm, safe and focused learning environment mobile devices must remain switched off and in bags. This expectation applies at all times during the school day, including lessons (unless agreed by the teacher) , social times, corridors and transitions.

Our **expectations** to students' use of mobile device technology is as follows:

- **8.20am school bell - start of school: phones turned off and put away in school bags.**
- **3.10pm school bell - end of school: phones can be taken out of school bags and turned on.**
- Students must switch off their mobile phones at 8.20am and place the phones in their bags.
- Phones must be kept in bags, not in pockets, hands or on desks.
- Phones must remain off until the bell at 3.10pm.
- Headphones, ear-buds or similar should not be worn at any time from 8.20am to 3.10pm.

## Subject-Specific Exception: (Years 7–11)

In lessons, phones may be used only when the teacher explicitly instructs students for a **learning related purpose** (e.g. photographing work, capturing media content).

- Phones must be used only for the directed task.
- Before leaving the classroom, phones must be switched off and put away and in bags.

## Post-16 Students: Use in common room areas

- Post 16 students may use their phones in designated Post 16 areas only.
- This includes the Sixth Form common room and designated study spaces approved by the Post 16 team.
- Phones must **not** be used in corridors, halls, outdoor social spaces, or any area shared with Years 7 - 11.
- When leaving a Post 16 space, phones must be out of sight.

## Why This Matters linking to our Tadcaster Grammar School values

- **Resilience:** Students learn to focus, problem solve and work independently without digital distraction.
- **Respect:** Keeping phones away supports calm classrooms, positive behaviour and respectful interactions.
- **Ambition:** Minimal distraction supports deeper thinking, stronger progress and high quality outcomes.
- **Responsibility:** Students learn to manage their behaviour, follow instructions and use phones appropriately when permitted.
- **Belonging:** Face to face interaction helps students build friendships, strengthen peer relationships and feel part of our community.

## **Social time: building real relationships**

Break and lunchtime are opportunities for meaningful social interaction. Keeping phones away encourages our students to:

- Talk, listen and build friendships.
- Take part in clubs and activities.
- Develop confidence and communication skills.
- Contribute to a positive, inclusive school culture.

### **If a phone is seen or heard:**

- If a mobile phone is seen by a **member of staff**, that member of staff will confiscate the device immediately. The member of staff will hand the phone to the main reception who will log the incident and store it securely.
- When a mobile phone is confiscated, the incident will be recorded on the child's Class Charts.
- Any student who refuses to hand over a mobile phone when requested to do so, will be processed through our behaviour for learning procedures and the refusal will be treated as a disciplinary matter.
- If confiscated, a student's phone can be collected from the main office at the end of the school day.
- If a student persistently misuses a mobile phone then communication will be arranged for parents/carers through their Year team.
- If a student persistently misuses a mobile phone, students will be expected to hand their phone in each morning to their Year team. Failure to do so will result in a sanction.

## **Safeguarding**

- In accordance with the school's safeguarding protocols, the school reserves the right to confiscate a phone and refer to the external agencies/police if required.
- It is unacceptable to record photographic images (still or video) or sound recordings of staff or students at any time.
- Where a mobile device is brought into school, it is entirely at the student's and parent/carers own risk.
- The school accepts no responsibility for the loss, theft or damage of any phone or any mobile device brought into school.

## **Emergencies**

- If a student needs to contact home, they must speak to a member of staff for support.
- Parents/carers must use the school main contact number if they wish to contact their child about an urgent matter.
- To contact students during the school day, parents/carers should do so only on the school telephone system (01907 833466) via reception and not via mobile phones.
- In order to be clear, all communication between students and parents/carers must go through the school reception. The use, by students, of mobile phones whilst in school to communicate with parents/carers is not allowed.

**This policy should be read in conjunction with the YLT data protection policy and social media policy.**

**END**