



Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Name:	Mobile Phone Policy
Approved by:	Local Governing Body
Policy Created:	December 2020
Date of review	July 2026
All policies are available to stakeholders either on the school website or upon request from the school office.	

PRINCIPLES

At Altrincham Grammar School for Girls we are committed to creating an environment that is calm, safe and free from distraction. We aim to support parents of younger students, who increasingly want to implement a smartphone-free childhood.

This policy complies with the Children's Wellbeing and Schools Act 2026, which enforces a "mobile phone-free environment by default" in all schools across England. The Act requires schools to implement policies prohibiting the use and possession of smartphones during the school day.

The provisions in this policy have been informed by statutory DfE guidance, emerging research on the effects of smartphone use and the views of staff and parents.

The school's general power to discipline (under section 91 of the Education and Inspections Act 2006) enables a member of staff to confiscate or retain a student's phone as a disciplinary penalty, where reasonable to do so.

POLICY

1	Aims
1.1	Our policy aims to: • Support parents to delay providing their young children with a smartphone; • Set clear guidelines concerning mobile phones in school for students and staff; • Increase opportunities for socialisation away from screens; • Promote engagement in extra-curricular activities; • Support the school's other policies, especially those related to behaviour.
1.2	This policy also aims to address some of the challenges posed by mobile phones in school, such as: • Data protection issues; • Potential for disruption to learning and other activities; • Risk of theft, loss, or damage; • Misuse of social media (bullying, safeguarding risks).
2.	Roles and responsibilities
2.1	Staff All staff are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness to, or are aware of, a breach of this policy. The Principal is responsible for monitoring and reviewing the policy every three years.
2.2	Parents Parents have an important role in supporting the school's policy on mobile phone use. They are encouraged to discuss the policy at home and reinforce the benefits of a phone-free environment. Parents are asked to support any use of sanctions for breaches of this policy.



2.3	Emergencies In the case of an emergency where parents need to contact their child during the school day, they should telephone the school to relay a message.
3.	Rules and sanctions
3.1	Possession of smartphones by students in Year 7 • Students in Year 7 may not bring a smartphone, smartwatch or any other smart device into school. • Students may bring a basic phone if parents wish. For the purpose of this policy, a basic phone is one which does not have a camera and cannot connect to the internet (such as the Nokia 105). • Basic phones must be switched off and stored in lockers before 8.40 am and may not be collected until 3.30 pm. • Should students need to contact their parents during the school day, they should go to reception to explain the circumstances. Staff will then contact parents on their behalf. • Students should also be mindful of traffic and dangerous situations if using their basic phone when walking to and from school. • Basic phones must not be used, seen or heard when crossing the road, including before the start of day or at the end of the school day.
3.2	Possession and use of mobile phones and smart watches by students in Years 8 to 11 • Mobile phones and smart watches (or other smart devices) must not be used or heard whilst students are on the school site. • Mobile phones and smart watches (or other smart devices) must not be in a student's possession during the school day. • Any mobile phones and smart watches brought into school must be switched off and stored in lockers before 8.40 am and may not be collected until 3.30 pm. • Should students need to contact their parents during the school day, they should go to reception to explain the circumstances. Staff will then contact parents on their behalf. • Students must not use their phone to listen to music etc if they are cycling to school. Students should also be mindful of traffic and dangerous situations if using their phone when walking to and from school. • Mobile phones must not be used, seen or heard when crossing the road, including before the start of day or at the end of the school day. • Any student whose mobile phone or smart device is used, seen or heard in contravention of this policy will have their phone confiscated. • Students will receive information explaining the mobile phone policy and the policy will be available on the school website for parents/carers to access.
3.3	Use of mobile phones by students in Years 12 and 13 • Mobile phones should not be used, seen or heard between lessons or at any time whilst moving around the school site. This includes via headphones or earbuds. • They may not be used, seen or heard in form rooms or classrooms, except when explicit permission is given by a member of staff. • Students must not use their phone when eating their lunch in the dining room.



3.4	• Students are allowed to use their phones only in the common room, sixth form library (silently), sixth form cafeteria and other sixth form study rooms during study periods, rec and lunchtime. • Any student whose phone is used, seen or heard during any of the prohibited times or places will have their phone confiscated. See 3.4 for details. Lateness to school • Students who are late to school should go directly to reception to sign in. To avoid further delay, they will hand in their phone to the receptionist. This will be labelled and kept for the duration of the school day. Phones may be collected at the end of the day.
3.5	Consequences for breaches of this policy • If a Year 7 student brings a smartphone (or other smart device) into school, it will be confiscated and kept for 4 school weeks. After this time, parents may collect the phone. It will not be returned to the student. • In the case of the misuse of a basic phone in Year 7, or any other type of phone or smart device in years 8 to 13, the following will apply: ○ Where this is the first instance of misuse, students will be allowed to collect their phone after two school days. The phone will be retained over a weekend if the confiscation is on Thursday or Friday. Students should go to reception at the end of the school day to request the return. ○ For subsequent instances of misuse, students will be allowed to collect their phone after a one week's confiscation, which includes the weekend. • The member of staff confiscating a phone should remind the student that they can contact home by going to reception if they need to make travel arrangements at the end of the school day. • Confiscated phones must be taken to reception where the confiscation will be logged with the date and time. The phone will be secured in the school safe. Parents will be notified of the confiscation. • If a parent requests for them to do so, students will be able to borrow a basic (non-smart) phone from school for the duration of the confiscation.
4.	Safeguarding
4.1	Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies where appropriate.
4.2	Such conduct includes, but is not limited to: • Sexting or sending nudes; • Threats of violence or assault; • Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.
4.3	Staff are allowed to search students' phones, as set out in the DfE's guidance on searching, screening and confiscation (July 2022). Staff are allowed to search a student's phone if they reasonably suspect that the data or file on the device has been, or could be used, to



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4.4	cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence. Staff do not require parental consent to search a phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.
5. 5.1	Loss, theft or damage The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school. Confiscated phones are stored in the school safe.