



Mobile Phones and Headphones - 'See it- Lose it' Policy and Guidance

Guidance for students, staff and parents

Students often need to have a mobile phone on their journey to and from school, but it should be switched off and not be seen whilst on the school premises. The school has a successful approach to ensuring mobile phones do not distract students from their learning. We also ensure they do not present social or safety problems in school. We need full parental and student support with this. All staff, students and parents must ensure mobile phones are not an issue at UHS. Therefore, as soon as students enter the school site their phone should be switched off and put in their bag and only turned on again when they leave the school site.

Parents and students are notified regularly and reminded of this policy.

Guidance for staff

Please use the following guidance to support our proactive approach.

Tutor Time

- Tutors will remind students that their phones are switched off and in their bag and do regular spot-checks or liaise with parents where necessary.

Lesson Time

- If a mobile phone is seen during lesson time, confiscate the phone and when you return it to the student at the end of the lesson, check they have switched it off and put it in their bag. Type A on Behaviour Watch;
- If there is a second occasion, then let the student know that they will need to collect the phone at the end of the day from student services. Type B on Behaviour Watch;
- If there is third and for all future occasions, a parent will be asked to collect the phone. This will be arranged through the GL, HOY or Assistant HOY. Type C on Behaviour Watch;
- Take the phone to student services when you have the opportunity and ensure you provide details of the student's name and form.

During the school day

- When a student arrives to school, duty staff check that students have turned their phone off and it's in their bag;
- If a student is seen with a phone, the phone is confiscated and taken to student services;
- Inform the student that they can collect the phone at the end of the school day;
- Provide student services with the name and tutor group of the student.

Further information

- Always speak to the student individually, allow them to see that the best decision is to provide you with the phone and inform them that providing they co-operate they will have the phone returned;



- Avoid a public confrontation, pull the student to one side if necessary or seek support from colleagues;
- If the student still doesn't co-operate, your curriculum leader will organise a CL detention and speak to the parent, to ensure future cooperation. Use the consequences chart in lesson and issue a C5 if the problem persists;
- If the issue is outside of lesson time, Year or House teams can support;
- Students respond well to a clear and consistent message. These will be reinforced in assemblies and by all colleagues putting this policy into practice, as always our greatest strength is working together;
- Failure to comply and hand in a mobile phone is a serious breach of the school behaviour policy and could result in exclusion;
- Persistent breaches of the policy could also lead to exclusion.

Thanks for your support.