



'Christ at the centre, children at the heart'

Our Lady of Walsingham Catholic

MAT Company No: 08444133

Registered Office: Fordham Road, Newmarket, Suffolk, CB8 7AA

Approved by the Trust Board:	November 2025
Signed by Trust CEO:	<i>Clare Oast</i>
Review Date:	November 2026

MOBILE PHONE GUIDANCE

Mobile Phone Guidance

Our Catholic schools are committed to fostering a safe, respectful, and focused learning environment. Mobile phones, while useful tools in modern life, can be a distraction and source of disruption if used inappropriately. This guidance sets out a framework of expectations for the use of mobile phones to ensure that teaching and learning remain our priority, while also supporting the safeguarding and wellbeing of students.

This guidance acknowledges that individual schools will have a specific policy tailored to the specific circumstances and local environment. As such in this instance where relevant school policy, although based on this guidance, takes precedent.

General Expectations (Primary and Secondary Students)

1. No phone use during the school day:

- Mobile phones must not be seen, heard, or used during school hours, including lessons, break times, and movement between classes.

2. Arrival at school:

- Secondary Students must ensure their phone is switched off (powered down) and placed securely in their bag as soon as they arrive at the school premises.

- Primary Students must ensure their phone is switched off (powered down) and handed in at reception or class teacher as instructed.

3. End of the school day:

- Phones may be switched back on only once students have left the school grounds.

Confiscation Procedure

- First Occurrence:

- If a phone is seen or used during the school day, it will be confiscated immediately and taken to the school office.

- The student may collect it from the office at the end of that school day.

- Repeated Offences:

- If a student repeatedly fails to follow this guidance, the phone will be confiscated and kept until the end of the school week.

- A parent or guardian will be required to come into school to collect the device.

- Persistent Non-Compliance:

- Persistent breaches may result in further sanctions in line with the school's Behavior Guidance.

Sixth Form Students

Sixth Form students are expected to act as role models for younger pupils. They are permitted limited use of phones as follows:

- Phones may be used only in the Sixth Form Common Room and Library during study periods.

- Phones must remain switched off and out of sight in all other areas of the school.

- Misuse of this privilege will result in restrictions being applied in line with the general expectations above.

Safeguarding and Pastoral Considerations

- The school does not accept responsibility for the loss, theft, or damage of mobile phones brought onto the premises.

- Parents who need to contact their child during the school day should do so via the school office.

Where particular circumstances advocate the divergence from these principles, the school will make specific alterations to the arrangements.

Review

This guidance will be reviewed annually by the Trust Board to ensure it remains consistent with the Catholic ethos of our schools and continues to promote a safe and effective learning environment.