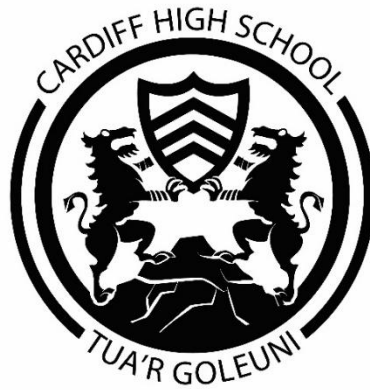


CARDIFF HIGH SCHOOL



The use of Mobile Phones

Information for pupils and
parents and carers

CARDIFF HIGH SCHOOL

MOBILE PHONE USE from SEPTEMBER 2026

Purpose

This document sets out the expectations and arrangements for the use of mobile phones on the school site.

Expectations

Mobile phones and headphones must not be seen or heard on the school site for the duration of the school day. This applies to lessons, break and lunchtime. Students who bring a mobile phone onto the school site, must turn the phone off and place it in their bag before arrival on the school site.

Rationale

Our expectation that mobile phones must not be seen or heard on the school site is rooted in our commitment to creating a calm, focused, and safe learning environment. Widespread research, as well as other schools, both locally and nationally that have introduced similar policies, report improvements in concentration, reduced incidents of online conflict spilling into school, and more positive social interactions among students. We believe these benefits are valuable to our school community.

We recognise that mobile phones are an important part of family life, particularly for travel and safety before and after school. This policy does not prevent students from carrying a phone with them for those purposes; it simply ensures that learning time remains free from unnecessary distractions.

Scope

This applies to all students in Years 7 to 13, subject to the exemptions outlined below.

Exemptions and adaptations

The following exemptions and adaptations will apply:

Medical grounds Exemptions will be made for students who require phone connectivity on medical grounds, e.g. to manage diabetes. These exemptions will be considered on a case-by-case basis in collaboration with parents and carers.

Sixth-form students It is recognised that sixth form students demonstrate a higher level of maturity and personal responsibility, and often rely on their phones for independent study and travel arrangements. Sixth form students will be permitted to use their mobile phones in designated areas only: Ty Celyn, Learning Hub; and canteen deli. Sixth-form students will be subject to the processes and procedures within this policy in all other areas of the school including corridors.

Processes and procedures

- Non-compliance during lessons
- If a phone is seen or heard during a lesson, it will be confiscated immediately.
 - If headphones are seen or heard during a lesson they will be confiscated along with the student's phone
 - The phone / headphones will be placed in an envelope, labelled with the student's name and form, and stored on the teacher's desk.
 - The class teacher will log the incident on the school's management information system, Arbor.
 - Confiscated phones will be stored securely. Students can collect their own confiscated phone at 3:20pm from reception. Students must show their lunch card as ID in order to collect their phone.
 - All students will be expected to comply with this process. Any student who refuses to comply will be referred to a senior member of staff and this will result in a sanction. Further defiance and refusal to cooperate will result in an internal exclusion.

- Non-compliance outside of lessons
- If a phone is seen on the school site, outside of the classroom, it will be confiscated immediately by a member of staff.
 - If headphones are seen, outside of the classroom on the school site, they will be confiscated along with the student's phone.
 - Confiscated mobile phones will be held securely in the school reception and students can collect their own confiscated phone at 3:20pm from reception. Students must show their lunch card as ID in order to collect their phone.
 - All students will be expected to comply with this process. Any student who refuses to comply will be referred to a senior member of staff and this will result in a sanction. Further defiance and refusal to cooperate will result in an internal exclusion.
- Persistent non-compliance
- If a student has their phone confiscated on two or more occasions their parents or carers will be contacted to discuss the matter further.
- Parental / carer communication during the school day
- Students cannot access their phone during the school day. If a student needs to urgently contact home, they must go to school reception.
 - If a parent or carer needs to urgently contact their child during the school day, they should contact school reception directly, who will pass on the message to the student when appropriate.
 - Parents should use the main school number in order to leave a message for their child – 02920 757741 or email OneilN6@Hwbcymru.net
- Emergencies
- In the event of a fire, lockdown, or other emergency, students must follow staff instructions and established safety protocols.
- School trips
- The use of mobile phones on school trips will be defined on a trip-by-trip basis and communicated by the trip leader.