



## **MOBILE PHONE AND HEADPHONE POLICY**

### **Junior School:**

- Boys are allowed to bring mobile phones and headphones to school (and are encouraged for those travelling to school independently and on coaches).
- However, mobile phones and headphones are not allowed to be visible anywhere on campus from when boys arrive to when they leave.
- Mobile phones should be signed in and placed in the box at Reception upon arrival in the Junior School building.
- If any boy wishes to use his mobile phone (e.g. to call about logistical arrangements) then that can only happen with the permission of a member of staff. The ideal place to do this is in the Junior School Office or Reception.
- Any boy seen with their mobile phone or headphones out around campus will be subject to a sanction. Any repeat offences will result in more serious sanctions.

### **Lower School:**

- Boys are allowed to bring mobile phones and headphones to school.
- However, mobile phones and headphones are not allowed to be visible anywhere on the campus from when boys arrive to when they leave.
- Mobile phones and headphones should be kept in lockers during the school day.
- Any boy seen with their mobile phone or headphones out around campus will have their name taken and recorded. In addition:
  - 1st offence: email home
  - 2nd offence: email home and Wednesday lunchtime detention
  - 3rd offence: email home and Thursday after school detention
  - 4th offence: email home and Thursday after school detention
  - 5th offence: email and phone call home and Saturday detention

- If a boy needs to make a phone call home they can use the phone in the Lower School Office. If there is a particular need for privacy then they should talk to their Head of Year and use the phone in their office as necessary.
- No restrictions on mobile phone or headphone use will apply on Saturdays.
- If parents need to contact their son urgently while he is on campus please call the Lower School Office (02082999283) and the message will be relayed to him as soon as possible.

#### **Middle School:**

- Boys are allowed to bring mobile phones and headphones to school and to have them on their person during the day.
- However, mobile phones and headphones are not allowed to be visible anywhere on the campus from when boys arrive to when they leave.
- These restrictions apply unless boys have been given permission to use their mobile phones or headphones by their teacher during a lesson (for educational or administrative purposes), or by a librarian when in the Wodehouse Library.
- Teachers will allow boys to check mobile phones at the end of each lesson (to check their timetable, photograph prep etc.) but mobile phones must be away before the boys leave the classroom.
- Any boy seen with their mobile phone or headphones out around the campus will have their name taken and recorded. In addition:
  - 1st offence: email home
  - 2nd offence: email home and Wednesday lunchtime detention
  - 3rd offence: email home and Friday detention
  - 4th offence: email home and double Friday detention
  - 5th offence: email and phone call home and Saturday detention
- If a boy needs to make a phone call home they can use the phone in the Middle School Office. If there is a particular need for privacy then they should talk to their Head of Year and use the phone in their office as necessary.
- No restrictions on the use of mobile phones or headphones apply on Saturdays.

- If parents need to contact their son urgently while he is on campus please call the Middle School Office (02082999255) and their message will be relayed to him as soon as possible.

**Upper School:**

- As for the Middle School except boys are allowed to use their mobile phones and headphones in the Lord George building and the Upper School area of the Wodehouse Library.
- Any boy seen with their mobile phone or headphones out around campus will have their name taken and recorded. In addition:
  - 1st offence: email home
  - 2nd offence: email home and Friday detention
  - 3rd offence: email and phone call home and Saturday detention