Tonbridge Grammar School

MOBILE PHONE CHARTER
Our Phone-free School

Key Principles

Tonbridge Grammar School is committed to providing a calm, safe and distraction-free environment in which all students can learn and thrive.

In line with national expectations and guidance, TGS is a phone-free school during the school day.

This Charter sets out the expectations that support that approach and provides clarity for students, staff and families.
Alongside this, the School remains committed to educating students about:

- responsible phone use outside school
- online safety
- healthy digital habits

Role of Students

Students play an important role in maintaining a calm, safe and distraction-free environment.

During the School Day

TGS is a phone-free school during the school day.
Students may bring a phone to school, but:

- it must be switched off (or on flight mode) on arrival
- it must not be seen or heard at any time during the school day
- it must remain switched off and stored securely in a locker or school bag
- it may only be switched on after leaving the school site at the end of the day

This ensures a consistent and disruption-free environment for all students.

Responsible Use

The School expects students to use mobile phones responsibly outside the school day and works in partnership with parents and carers to promote safe and appropriate use.

Students must not:

- use phones to bully, harass or intimidate others
- photograph, film or record others without consent
- share or upload harmful or inappropriate content

Students should:

- protect personal information and passwords
- communicate respectfully
- report concerns about misuse

Serious misuse may result in:

- school sanctions
- safeguarding intervention
- involvement of external agencies where appropriate

Role of Parents and Carers

Parents and carers are asked to:

- support and reinforce this Charter
- promote healthy phone use at home
- avoid contacting students during the school day

To ensure appropriate safeguarding and support:

- students must not contact parents/carers directly during the school day unless authorised by a member of staff
- parents/carers must not contact students directly during the school day

All communication should go through:

- the School Office
- Student Support or the Medical Room where appropriate

In emergencies, parents/carers should contact the School directly.
Parents/carers must not photograph, film or record students on the school site or at school events.

Role of Visitors

Visitors are expected to support this charter while on site.

Visitors must:

- respect and support the School's phone-free expectations
- not photograph, film or record students
- act as positive role models for students

Role of Staff

Staff are expected to:

- model appropriate behaviour
- avoid unnecessary phone use in front of students
- consistently reinforce expectations

Learning and Technology

Learning during the school day is supported through:

- the School's 1:1 laptop programme
- planned and structured use of technology

Students do not need to access personal devices in lessons. The use of technology will be directed by teachers and supported through school systems. Where technology is required, this will be provided. For example, the means for taking photographs or video for their work will be provided for those without laptops.

The curriculum and PSHE programme will continue to develop:

- digital awareness
- online safety
- responsible technology use

The School will continue to support students in developing:

- safe habits around technology
- awareness of online risks
- respectful communication

Our aim is to prepare students to use mobile phones responsibly outside school.

Exceptions and Adjustments

Sixth Form

Sixth Form students may use phones:

- in designated areas only (e.g. IBarn)
- in line with expectations for independent study

SEND and Medical Needs

Reasonable adjustments will be made where needed:

- for SEND
- for medical conditions

Where access to a phone is required, its use will be determined by individual need and controlled by purpose, time and location. Individual arrangements will be made by the SEND team, wellbeing team or school nurse.

Consequences

If a phone is seen, heard or used during the school day, it will be confiscated and:

- taken to Reception
- securely stored
- returned at the end of the school day

Recording and Follow-Up

- incidents will be recorded
- parents/carers will be informed
- repeated breaches will result in escalating sanctions in line with the School's Behaviour Policy

Sanctions may include:

- monitored hand-in procedures
- Lunchtime detention
- meetings with parent/carers

Thank You for Your Support

Students, parents, carers, staff and visitors all play an important role in supporting our phone-free school.

By working together, we can maintain the calm, safe and distraction-free culture that supports learning and wellbeing across our school community.

