

Southbank International School Student Mobile Phone Policy

Purpose

The school is committed to creating a safe, respectful, and focused learning environment. The use of smartphones during the school day can negatively affect attention, well-being, and social interaction, and may expose pupils to safeguarding risks.

This policy aims to:

- Support concentration and academic progress
- Protect students from online harm and cyberbullying
- Prevent unauthorised photography or recording
- Promote healthy face-to-face interaction
- Support safeguarding responsibilities

Definitions

Term	Definition
Smartphone	A device capable of internet access, social media, apps, photography, video recording, or messaging.
Brickphone	A basic mobile phone that lacks the advanced functionality characteristic of a smartphone.

Primary School (EC – Grade 5)

Core Expectation: Smartphones and Smartwatches are not permitted on school premises.

Exceptional circumstances may allow a phone if all of the following conditions are met:

- Written parental request is submitted
- Principal approval is granted
- The phone is switched off and stored securely by the class teacher

Secondary School (Grade 6-12)

Grade 6

Students and parents are strongly encouraged to use or purchase a brickphone for school use.

Expectations:

- Phones must be switched off on arrival at Portland Place and stored in bags during lessons.
- Phones must not be seen or used during lunch or break times at Portland Place.
- Phones must not be used in classrooms unless authorised by a teacher.
- Limited use may be permitted during lunch for students with park or off-campus privilege.

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- Phones must not be used anywhere on school premises, including on school buses to PE or on school trips.

Exception: If a school bus is delayed on a trip and the trip leader asks the student to contact a parent/carer to inform them of a later arrival.

Grades 7, 8 & 9

Students are not permitted to use smartphones from the moment they enter Portland Place. New students to Westminster are strongly encouraged to purchase and bring a brickphone to school.

Expectations:

- Phones must be switched off on arrival at Portland Place and stored in bags during lessons.
- Phones must not be seen or used during lunch or break times at Portland Place.
- Phones must not be used in classrooms unless authorised by a teacher.
- Limited use may be permitted during lunch for students with park or off-campus privilege.
- Phones must not be used anywhere on school premises, including on school buses to PE or on school trips.

Exception: If a school bus is delayed on a trip and the trip leader asks the student to contact a parent/carer to inform them of a later arrival.

Prohibited Behaviour:

The following are strictly prohibited:

- Photographing or recording staff or students without consent
- Sharing images taken on school premises
- Using phones in toilets or changing areas
- Accessing inappropriate content

Serious misuse may result in action being taken as referred to in the Behaviour Policy or a safeguarding referral.

Grade 10

Students may bring (smart or brick) phones to school but must adhere to the following:

Expectations:

- Phones must be switched off during lessons.
- Phones must not be used in classrooms unless authorised by a teacher.

Prohibited Behaviour:

- Photographing or recording staff or students without consent
- Sharing images taken on school premises
- Using phones in toilets or changing areas
- Accessing inappropriate content

Serious misuse may result in action being taken as referred to in the Behaviour Policy or a safeguarding referral.

Grade 11 and 12

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Students are permitted to have their phones on their persons throughout the school day, but they must be on silent mode and not visible during lessons.

Prohibited Behaviour:

The following are strictly prohibited:

- Photographing or recording staff or students without consent
- Sharing images taken on school premises
- Accessing inappropriate content

Serious misuse may result in action being taken as referred to in the Behaviour Policy or a safeguarding referral.

Confiscation Procedures (EC–G9)

If a phone is seen, heard, or used in violation of this policy:

1. The device is confiscated by a staff member.
2. The incident is logged.
3. The device is stored securely.

Return Procedures:

Offence	Return Procedure
First offence	The device returned to students at the end of day.
Repeated offences	Parent collection may be required.

Parent Support

Parents and carers should avoid contacting students directly during the school day. If urgent communication is required, please contact the school office.

Monitoring and Review

This policy will be reviewed every two years by the Cross Campus Senior Leadership Team.

Related Policies:

- Hampstead and Kensington Behaviour Policy
- Westminster Behaviour Policy

Policy Reviewed: April 2026

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Appendix: Brick Phones & Wearable Devices

Please note that the following devices, while classified as basic or brickphones, include a GPS function:

Device	Key Features	Notes
Xplora One	Calls & texts only; GPS tracking	No app store / no internet access. Designed as a simplified first phone.
HMD Fusion X1	GPS tracking; robust parent-level controls	Full smartphone hardware — parental controls must be fully configured.
Xplora X6 Play (smartwatch)	GPS tracking; calls & texts only; strong parental controls	No internet/social media. Subscription required.