BRO PEDR



POLISI FFONAU SYMUDOL
MOBILE PHONE POLICY

Ionawr/January 2026

Adolygwyd / Reviewed	11/2026
Gan / By	KGH
Dyddiad Adolygu / Review Date	06/2028

Polisi Ffonau Symudol

1 Rhesymeg

Mae nifer helaeth o ddisgyblion yr ysgol yn berchen ffôn symudol a cydnabyddir fod ffonau yn chwarae rhan bwysig ym mywydau disgyblion y tu allan i oriau ysgol, er enghraifft, pan yn teithio ar drafnidiaeth ysgol neu pan yn ymwneud â gweithgareddau allgyrsiol. Fodd bynnag, mae tystiolaeth lleol a chenedlaethol yn dangos cynnydd yn y camddefnydd o ffonau symudol, gan gynnwys bwlio ar-lein, rhannu delweddau amhriodol, aflonyddwch, a phryderon ynghylch effaith amser sgrîn ar les ac ar ganolbwyntio. Mae disgyblion hefyd yn teimlo pwysau yn ystod y dydd i wirio eu ffonau yn rheolaidd sydd yn tarfu ar ddysgu ac yn achosi disgyblion i golli canolbwyntio.

I sicrhau fod yr ysgol yn gallu gweithredu ei prif ddiben o addysgu disgyblion a gofalu am eu lles, mae'r **defnydd o ffonau symudol o fewn y diwrnod ysgol wedi ei wahardd i ddisgyblion oed cynradd ac oed uwchradd (blynyddoedd 7-11).** Mae modd i ddisgyblion y **6ed dosbarth** i ddefnyddio ffonau o fewn yr **Ystafell Gyffredin** a'r **Llyfrgell** (yn ystod adeg gwersi yn unig) ond fe'i gwaherddir rhag gwneud mewn unrhyw ardal arall o'r campws.

Er mwyn cefnogi'r polisi hwn a chydnabod dymuniad rhai rhieni i ganiatáu i'w plentyn i ddod a ffonau i'r ysgol ar gyfer gweithgareddau allgyrsiol ac ati, mae'r ysgol yn gweithredu system pocedi neu 'pouches' ffon symudol **YONDR**.

2. Addysgu am ffonau symudol a chynnwys y Cwricwlwm

Er bod y polisi hwn yn ffocysu ar reoli defnydd o ffonau symudol o fewn yr ysgol, credwn fod gan yr ysgol gyfrifoldeb i addysgu disgyblion am beryglon ac effeithiau negyddol posib camddefnyddio technoleg, gan gynnwys ffonau symudol. Gwneir hyn drwy raglenni Iechyd a Lles, gwasanaethau ac ymweliadau'r swyddog heddlu. Drwy'r rhaglenni hyn, rhoddir cyfleoedd i ddisgyblion i ddysgu, ar lefel priodol i'w hoedran, y risgiau posib o gamddefnyddio technoleg megis ffonau symudol, danfon negeseuon maleisus/anghyfreithlon a chamddefnyddio rhwydweithiau cymdeithasol, ymysg elfennau eraill.

Yn yr un modd, credwn fod gan rieni rôl allweddol yn rheoli a monitro defnydd ffonau symudol eu plant. Bydd yr ysgol, fel rhan o gyfathrebiadau cyson a drwy dudalennau ar wefan yr ysgol, yn cyflwyno gwybodaeth a chyngor i rieni ar sut i wneud hyn. Yn yr un modd, disgwylir y bydd rhieni yn cefnogi polisi yr ysgol ar ddefnydd o ffonau symudol er budd cynnydd academaidd a lles eu plant.

3. Datganiad Polisi

Mae Ysgol Bro Pedr yn gweithredu fel ysgol di-ffôn symudol er mwyn gwarchod lles ein dysgwyr, creu amgylchedd i allu magu perthnasau iach ac i sicrhau bod ffocws ein dysgwyr ar waith yn ystod y diwrnod ysgol. Gwneir hyn yn unol a'r drefn isod:

1. Ni chaniateir i unrhyw ddisgybl o'r oed cynradd i flwyddyn 11 i ddod â ffôn ar gampws yr ysgol oni bai ei fod yn cael ei osod mewn poced YONDR ar fynedfa i'r adeilad.
2. Bydd yr ysgol yn darparu poced am ddim i'r disgybl i gadw am y flwyddyn. Tra bo'r boced YONDR yn eiddo i'r ysgol, mae'n gyfrifoldeb i bob disgybl i ddod â'u poced YONDR gyda nhw i'r ysgol bob dydd fel rhan o ddisgwyliadau gwisg ysgol. Mewn achosion o golli / difrod bwriadol neu addasiad anghyfreithlon i'r boced, bydd rhieni/gofalwyr yn derbyn cais am daliad am boced newydd - ar hyn o bryd, £15. Heb dalu, bydd y disgybl yn colli'r hawl i ddod a ffôn ar dir yr ysgol o gwbwl.
3. Bydd modd i ddisgyblon i agor y boced YONDR cyn dod mewn i'r Brif Dderbynfa yn y bore.
4. Rhaid i bob disgybl blwyddyn 7-11 ddiffodd eu ffôn symudol a'i osod, ynghyd ag unrhyw gyfarpar cysylltiedig (e.e. clustffonau, oriawr clyfar) yn y poced YONDR yn ystod cyfnod cofrestru. Nid yw mudo (mute) y ffôn yn ddigonol - rhaid ei ddiffodd.

5. Wedi i'r ffôn a'r cyfarpar gael ei osod yn y boced, bydd y disgybl yn cloi'r boced ac yn troi'r boced o ben i waered er mwyn dangos fod y boced wedi ei gloi. Bydd yr athro cofrestru yn monitro hyn bob bore.
6. Bydd y disgybl yn cadw'r ffôn a'r boced am y diwrnod ysgol cyfan. Bydd diogelwch y ffôn yn parhau i fod yn gyfrifoldeb y disgybl/rhiant/gofalwr yn ystod y diwrnod ysgol.
7. Bydd modd i ddisgyblion i ddatgloi y boced ger yr allanfeydd ar ddiwedd y dydd.
8. Mae agor y boced yn ystod y diwrnod ysgol wedi ei wahardd felly hefyd mae defnyddio ffôn symudol yn ystod y diwrnod ysgol i unrhyw bwrpas (gan gynnwys ffonio, anfon neges destun, defnyddio'r we, tynnu lluniau neu luniau fideo).
9. Pe bai disgybl yn torri'r rheolau uchod bydd aelod staff yn mynd â'r ffôn ar unwaith i'r dderbynfa lle caiff ei storio. Fe ddychwelir y ffonau ar ddiwedd y dydd i'r unigolyn os mai dyma'r achos cyntaf o ddefnyddio ffôn o fewn y flwyddyn academaidd.
10. Pe bai disgybl yn torri'r rheol eto, bydd angen i'r rhiant/gofalwr i drefnu cyfarfod er mwyn casglu'r ffôn symudol o'r ysgol naill ai yn ystod y diwrnod neu ar amser cyfleus arall. Cedwir y ffôn yn ddiogel, o dan glo dros nos os oes angen.
11. Ni chaniateir ffonau symudol mewn ystafell arholiad o dan unrhyw amod.

4. Canlyniadau peidio a chydymffurfio gyda'r polisi hwn.

Os bydd disgybl yn gwrthod cydymffurfio gyda'r polisi hwn, bydd yr ysgol yn gweithredu yn unol â'n Polisi Ymddygiad. Gall enghreifftiau o ddiffyg cydymffurfiaeth gynnwys, ond heb fod wedi eu cyfyngu i:

- Difrodi'r boced yn fwriadol gan gynnwys torri'r ffabrig, ymgeisio torri'r clo neu unrhyw weithred bwriadol sy'n arwain at y boced yn atal rhag cael ei ddefnyddio at ei bwrpas wreiddiol.
- Difrodi / agor drwy orfodaeth yr offer datgloi pocedi sydd wedi ei osod o gwmpas y campws.
- Gosod ffôn arall o fewn y boced tra'n cadw'r brif ffôn allan gyda'r bwriad o dwyllo.
- Gwrthod, ar gais unrhyw aelod o staff, cyflwyno ffôn symudol y gwelir allan o'r boced i'r dderbynfa.
- Gwrthod gosod ffon symudol i mewn i boced ffôn symudol ar fynediad a/neu nodi nad oes ffôn ganddynt er mwyn osgoi defnyddio'r boced.
- Dwyn teclyn datgloi poced ffon symudol.
- Ceisio defnyddio dyfais arall i ddatgloi pocedi yn ystod diwrnod ysgol
- Defnyddio ffôn yn ystod oriau ysgol i:
    - Ddanfon negeseuon amhriodol i ddisgyblion eraill neu postio negeseuon amhriodol ar wefannau neu apiau rhwydweithio cymdeithasol
    - Tynnu lluniau / fideos mewn unrhyw fan ar gampws yr ysgol gan gynnwys o ddisgyblion eraill ac aelodau staff
    - Defnyddio ffonau mewn gwersi
    - Defnyddio ffonau i gysylltu gyda rhieni/gofalwyr yn ystod y diwrnod ysgol.
    - Bwlio, aflonyddu, bychanu neu fygwth staff neu ddisgyblion mewn unrhyw fodd.
- Yn ogystal, lle ceir tystiolaeth o ddefnydd amhriodol o ffonau symudol y tu allan oriau ysgol sydd yn tramgwyddo unrhyw un o'r disgwyliadau uchod neu sy'n dwyn anfri ar enw da'r ysgol, mae'r ysgol yn cadw'r hawl i weithredu yn unol a'r hyn maent yn gweld yn addas gan gynnwys, os yn briodol, cyfeiriad i'r Heddlu.

Mewn achosion o dorri'r rheolau

Yn unol â pholisi ymddygiad yr ysgol, defnyddiwn ymateb sy'n gymesur â difrifoldeb ac amlder y camddefnydd. Os gwelir disgybl gyda ffôn y tu allan i'r coden Yondr yn ystod diwrnod yr ysgol, gan gynnwys cyn cyfnod cofrestri:

1. Bydd y ffôn a'r pecyn Yondr yn cael eu cymryd oddi ar y disgybl a'u cloi yn y dderbynfa. Bydd hyn yn cael ei gofnodi yn system Bromcom/MCAS. Anfonir neges drwy MCAS, a rhaid i'r rhiant ddod i'w casglu.
2. Os nad yw'r rhiant yn medru casglu'r ffôn, fe'i roddir o dan glo dros nos nes i'r rhiant allu ddod i mewn i gasglu'r ffôn.
3. Os bydd y patrwm yn parhau, bydd y disgybl yn colli'r hawl i ddod â ffôn i'r ysgol yn gyfan gwbwl.
4. Bydd gwrthod cyflwyno'r ffôn neu gwrthdaro gydag aelod staff yn arwain at yr ysgol yn dilyn yr ymateb graddedig ar gyfer camymddygiad o fewn y polisi ymddygiad.

5. Y Gyfraith:

Mae'n drosedd yng Nghymru i anfon neges fygythiol, sarhaus iawn, sy'n aflonyddu neu'n beryglus i unrhyw un drwy ffôn, e-bost neu gyfryngau cymdeithasol (Adran 1, Deddf Cyfathrebu Maleisus 1988; Adran 127, Deddf Cyfathrebu 2003). Gall y gosb fod hyd at **6 mis o garchar a/neu ddirwy hyd at £5,000**. Os yw'r neges yn bygwth **marwolaeth neu niwed difrifol**, gallai'r cosb fod hyd at **5 mlynedd o garchar a/neu ddirwy ddi-gyfyng** (Deddf Diogelwch Ar-lein 2023). Yn ogystal, gall ysgolion, o dan **Adran 91 Deddf Addysg 1996**, gymryd ffôn symudol oddi wrth ddisgybl sy'n torri rheolau'r ysgol a'i ddychwelyd ar ddiwedd y diwrnod neu i rieni.

6. Argyfwng:

Petai disgybl angen cysylltu gyda rhiant / gwarcheidwad, fe ganiateir defnyddio ffôn yr ysgol yn y swyddfa yn rhad ac am ddim. Os maent yn teimlo'n sâl, dylsent fynd i Hafan, gweld eu Pennaeth Blwyddyn neu aelod o'r Tîm Arwain lle gwneir trefniadau gyda'r rhiant i gasglu'r plentyn.

Petai rhiant / gwarcheidwad angen cysylltu gyda disgybl ar frys, mae modd cysylltu â swyddfa'r ysgol i adael neges. Bydd staff y swyddfa yn sicrhau bod y disgybl yn derbyn y neges.

7. Cyfrifoldeb am ffonau symudol:

Nid yw'r ysgol yn derbyn unrhyw gyfrifoldeb am achosion o ddwyn, colli neu ddifrod i ffonau symudol ac offer atodol e.e. clustffonau (e.e. "earpods") tra ar y safle ac yn ystod oriau arferol yr ysgol. Cyfrifoldeb rhiant / gwarcheidwad yw gofalu bod yswiriant ar yr offer.

8. Cwestiynau Cyffredin

a) Mae angen i mi gysylltu gyda fy mhlentyn yn ystod y diwrnod ysgol. Sut allaf wneud hynny?

Rydym yn deall gall rhiant fod eisiau cysylltu â'u plentyn ar adegau yn ystod y diwrnod ysgol. Mewn sefyllfa o'r fath, gofynnwn i rieni ffonio swyddfa'r ysgol (01570 422214) a bydd neges yn cael ei drosglwyddo i'ch plentyn.

b) Mae angen i fy mhlentyn gysylltu â mi (rhiant) yn ystod y diwrnod ysgol. Sut gallant wneud hynny?

Dylai unrhyw ddysgwr sydd angen cysylltu â'r cartref fynd i naill ai'r Brif Dderbynfa, Hafan neu swyddfa eu Pennaeth Blwyddyn. Mae gennym rif ffôn pob rhiant/gofalwr ar ein system a gall y disgybl ddefnyddio'r cyfleusterau ffôn yno.

c) Sut bydd fy mhlentyn yn gwybod pa wersi sydd ganddo/ganddi os nad ydynt yn gallu gwirio eu ffon?

Rhoddir copi o'i amserlen i holl ddysgwyr ar ddechrau'r flwyddyn a gallant ei gadw yn eu bagiau. Os mae'r disgybl yn colli'r amserlen, gallant ofyn am gopi newydd o'r Brif Dderbynfa. Byddant yn gallu gwirio eu amserlenni ar yr ap adref ac edrych ar waith cartref. Mae gan

staff fynediad i amserlen pob disgybl felly mae cymorth wrth law os oes angen. Mae gan bob disgybl fynediad i gyfrifiaduron yn yr ysgol ar gyfer cwblhau gwaith, gan gynnwys ymchwil felly nid oes angen ffôn at y pwrpasau hyn.

d) Beth am ddysgwyr sy'n defnyddio eu ffôn i fonitro unrhyw gyflyrau meddygol. Ydyn nhw'n cael defnyddio eu ffonau?

Gwneir trefniadau priodol unigol ar gyfer disgyblion ag iddynt gyflyrau meddygol e.e. clefyd y siwgr. Fodd bynnag, mae'n rhaid cytuno ar y defnydd hwn gyda'r ysgol fel rhan o'u cynllun gofal iechyd a bydd angen llythyr neu gadarnhad gan weithiwr gofal iechyd proffesiynol yn manylu ac yn cadarnhau'r angen am y monitro meddygol a'r cofnodion meddygol perthnasol. Bydd rhieni/gofalwyr yn cael gwybod yn syth am unrhyw ddefnydd amhriodol e.e. chwarae gemau neu ddefnyddio cyfryngau cymdeithasol tra'n defnyddio eu ffonau am resymau meddygol.

e) Nid yw fy mhlentyn yn mynd i ymdopi heb y ffôn symudol.

Mae gor-ddibyniaeth ar ffonau symudol yn bryder cynyddol i lawer ohonom. Bydd adegau pan fydd pobl ifanc ac oedolion yn gorfod bod heb eu ffôn symudol am wahanol resymau, e.e. nid yw ffonau symudol yn cael eu caniatáu mewn unrhyw ystafell arholiadau. Credwn ei bod yn well addysgu a chefnogi dysgwyr a phobl ifanc nawr, cyn iddo droi'n broblem fwy difrifol. Fel rhan o'n amgylchedd ofalgar, mae yna gymorth ar gael drwy Hafan i ddisgyblion os oes problemau'n codi o ganlyniad i gaethineb.

f) Ble gallaf ddod o hyd i gefnogaeth a chyngor ynghylch defnydd fy mhlentyn o gyfryngau cymdeithasol?

Dilynwch y dolenni isod am adnoddau gwych a chyngor i gefnogi rhieni/gofalwyr:

- SWGfL Online Safety Guidance for Parents
- UK Safer Internet Centre
- Internet Matters
- Childnet
- Hwb Keeping Safe Online

g) Beth os bydd fy mhlentyn yn colli / difrodi'r boced?

Mewn achosion o'r fath, bydd angen i'r rhiant i dalu am gost poced newydd (cost presennol - £15). Os na fydd poced newydd yn cael ei brynu, ni fydd modd i'r disgybl i ddod â ffôn symudol ar y campws ar unrhyw gyfri'.

h) Beth os bydd angen agor y ffôn mewn argyfwng / os bydd angen i fy mhlentyn adael yn gynnar?

Bydd gan staff y dderbynfa fynediad at teclun dat-gloi er mwyn agor y pecyn pan yn gadael. Bydd hefyd teclun ar gael wrth giât prif dderbynfa'r ysgol petai angen i ddisgybl agor y boced ar ôl oriau ysgol.

i) Os mae'r ysgol yn mynd yn ysgol ddi-ffôn symudol, beth mae hyn yn ei olygu i staff?

Bydd disgwyl i staff i beidio a defnyddio ffonau symudol mewn ardaloedd cyhoeddus o'r ysgol nac o flaen unrhyw ddisgyblion. Mae'n bwysig bod neges glir i bawb nad yw ffonau i'w gweld allan o gwbwl.

j) A ganiateir i ddisgyblion fynd â ffonau symudol ar ymweliadau ysgol?

Bydd hyn yn ôl disgresiwn trefnydd yr ymweliad. Bydd penderfyniadau'n seiliedig ar natur y daith, ystyriaethau diogelu, a'r gweithgareddau penodol a gynlluniwyd. Bydd arweinwyr ymweliadau'n cyfathrebu'n glir â disgyblion a rhieni/gofalwyr cyn pob taith ynghylch a ganiateir ffonau symudol, yn ogystal ag unrhyw ddisgwyliadau ar gyfer eu defnydd.

1. Rationale

A significant number of pupils in the school own a mobile phone, and it is acknowledged that phones play an important role in pupils' lives outside school hours, for example, when travelling on school transport or taking part in extracurricular activities. However, local and national evidence shows an increase in the misuse of mobile phones, including online bullying, sharing inappropriate images, harassment, and concerns about the impact of screen time on wellbeing and concentration. Pupils also feel pressure during the day to check their phones regularly, which disrupts learning and causes pupils to lose focus.

To ensure that the school can fulfil its main purpose of educating pupils and caring for their wellbeing, the use of mobile phones during the school day is prohibited for primary and secondary pupils (Years 7–11). Sixth Form pupils may use phones in the Common Room and Library (during lesson time only) but are prohibited from doing so in any other area of the campus.

To support this policy and acknowledge some parents' wish to allow their child to bring a phone to school for extracurricular activities, the school operates the YONDR mobile phone pouch system.

2. Teaching about mobile phones and Curriculum content

Although this policy focuses on managing the use of mobile phones within the school, we believe the school has a responsibility to educate pupils about the dangers and possible negative effects of misusing technology, including mobile phones. This is done through Health and Wellbeing programmes, assemblies and visits from the school's link police officer. Through these programmes, pupils are given opportunities to learn, at an age-appropriate level, about the possible risks of misusing technology such as mobile phones, sending malicious/illegal messages, and misusing social networks, among other elements.

Similarly, we believe that parents have a key role in managing and monitoring their children's use of mobile phones. The school, as part of its regular communication and through pages on the school website, will provide information and advice to parents on how to do this. Likewise, parents are expected to support the school's policy on mobile phone use for the benefit of their children's academic progress and well-being.

3. Policy Statement

Ysgol Bro Pedr operates as a mobile-free school to protect the wellbeing of our learners and ensure their focus is on work during the school day. This is done in accordance with the following procedure:

1. No pupil from Primary to Year 11 may bring a phone onto the school campus unless it is placed in a YONDR pouch when entering the school building.
2. The school will provide a free pouch for the pupil to keep for the year. While the YONDR pouch remains school property, it is each pupil's responsibility to bring their pouch to school every day as part of school uniform expectations. In cases of loss, deliberate damage, or illegal modification of the pouch, parents/carers will be asked to pay for a replacement pouch - currently £15. Without payment, the pupil will lose the right to bring a phone onto school grounds altogether.
3. Pupils will need to unlock the pouch before entering the Main Reception in the morning via the unlocking mechanisms placed at the front of the school.
4. During registration period in the morning, all pupils must switch off the phone and place it, along with any related equipment (e.g. headphones, smartwatch), in the YONDR pouch. Putting the phone on mute is not sufficient - it must be switched off.

5. Once the phone and equipment have been placed in the pouch, the pupil will lock the pouch and turn it upside down to show that it is locked. Registration teachers will monitor this during reception every morning.
6. The pupil will keep the phone on their person for the entire school day. The security of the phone remains the responsibility of the pupil/parent/carer during the school day.
7. Pupils may unlock the pouch near the exits at the end of the day.
8. Opening the pouch during the school day is prohibited, as is using a mobile phone during the school day for any purpose (including calling, texting, using the internet, taking photos or videos).
9. If a pupil breaks the above rules, they will be required to hand their phone immediately to a member of staff who will take the phone to reception where it will be stored. Phones will be returned at the end of the day to the individual if this is the first incident in the academic year.
10. If a pupil breaks the rules again, the parent/carer will need to organise a meeting to collect the phone from school either during the day or at another convenient time. The phone will be securely locked overnight if necessary.
11. Mobile phones are not permitted in examination rooms under any circumstances.

4. Consequences of non-compliance

If a pupil refuses to comply with this policy, the school will act in accordance with its Behaviour Policy. Examples of non-compliance include, but are not limited to:

- Deliberately damaging the pouch, including tearing the fabric, attempting to break the lock, or any intentional act that prevents the pouch from being used for its original purpose.
- Damaging or forcibly opening unlocking devices installed around the campus.
- Placing another phone in the pouch while keeping the main phone out with the intention of deceiving and going against the spirit of the policy.
- Refusing, when requested by any member of staff, to hand over a mobile phone seen outside the pouch.
- Refusing to place a mobile phone in a pouch at entry and/or claiming not to have a phone to avoid using the pouch with the aim to deceive.
- Stealing a pouch unlocking device.
- Attempting to use an alternative device to unlock pouches during the school day.
- Using a phone during school hours to:
    - Send inappropriate messages to other pupils or post inappropriate messages on websites or social networking apps.
    - Take photos/videos anywhere on the school campus, including of other pupils and staff.
    - Use phones in lessons.
    - Contact parents/carers during the school day.
    - Bully, harass, humiliate or threaten staff or pupils in any way.

- Additionally, where there is evidence of inappropriate mobile phone use outside school hours that breaches any of the above expectations or brings the school's reputation into disrepute, the school reserves the right to act as it sees fit, including, where appropriate, referral to the Police.

In cases of rule-breaking

In line with the school's Behaviour Policy, responses will be proportionate to the seriousness and frequency of misuse. If a pupil is seen with a phone out of the Yondr pouch during the school day, including before registration:

1. The phone & Yondr pouch will be taken from the pupil and locked in reception. This will be recorded in the Bromcom/MCAS system. A message will be sent out via MCAS & the parent must collect.
2. If the parent cannot collect the phone, it will be locked overnight until the parent can come in to collect it.
3. If the pattern continues, the pupil will lose the right to bring a phone to school altogether.
4. Refusal to hand over the phone or confrontation with a member of staff will lead to the school following the graded response for misconduct within the Behaviour Policy.

5. The Law

It is an offence in Wales to send a threatening, highly offensive, harassing, or dangerous message to anyone via phone, email or social media (Section 1, Malicious Communications Act 1988; Section 127, Communications Act 2003). The penalty can be up to 6 months in prison and/or a fine of up to £5,000. If the message threatens death or serious harm, the penalty could be up to 5 years in prison and/or an unlimited fine (Online Safety Act 2023). Additionally, schools, under Section 91 of the Education Act 1996, may confiscate a mobile phone from a pupil who breaks school rules and return it at the end of the day or to parents.

5. Emergencies

If a pupil needs to contact a parent/guardian, they may use the school phone in the office free of charge. If they feel unwell, they should attend Hafan, see their Head of Year or a member of the Leadership Team, who will arrange for the parent to collect the child. If a parent/guardian needs to contact a pupil urgently, they can contact the school office to leave a message. Office staff will ensure the pupil receives the message.

6. Responsibility for mobile phones

The school accepts no responsibility for loss, theft, or damage to mobile phones or accessories while on site during normal school hours. Parents/carers should ensure appropriate insurance cover.

8. Frequently Asked Questions

a) I need to contact my child during the school day. How can I do that?
We understand that a parent may want to contact their child at times during the school day. In such a situation, we ask parents to call the school office (01570 422214) and a message will be passed on to your child.

b) My child needs to contact me (parent) during the school day. How can they do that?
Any learner who needs to contact home should go to either the Main Reception, Hafan or their Head of Year's office. We have the telephone number of each parent/carer on our system and the pupil can use the telephone facilities there.

c) How will my child know what lessons they have if they cannot check their phone?
All learners are given a copy of their timetable at the start of the year and can keep it in their bags. If a pupil loses their timetable, they can request a new copy from the Main Reception. They will also be able to check their timetable on the app at home and view homework. Staff have access to every pupil's timetable, so help is available if needed. All pupils have access to computers in school for completing work, including research, so a phone is not needed for these purposes.

d) What about learners who use their phone to monitor any medical conditions? Are they allowed to use their phones?
Individual appropriate arrangements are made for pupils with medical conditions e.g. diabetes. However, this use must be agreed with the school as part of their healthcare plan and a letter or confirmation from a healthcare professional detailing and confirming the need for the medical monitoring and the relevant medical records will be required. Parents/carers will be informed immediately of any inappropriate use e.g. playing games or using social media while using their phones for medical reasons.

e) My child is not going to manage without their mobile phone.
Over-dependence on mobile phones is a growing concern for many of us. There will be times when young people and adults must be without their mobile phone for various reasons, e.g., mobile phones are not allowed in any exam room. We believe it is better to educate and support learners and young people now, before it turns into a more serious problem.

f) Where can I find support and advice about my child's use of social media?
Follow the links below for great resources and advice to support parents/carers:

- SWGfL Online Safety Guidance for Parents
- UK Safer Internet Centre
- Internet Matters
- Childnet
- Hwb Keeping Safe Online

g) What if my child loses or damages the pouch?
In such cases, parents will need to pay for the cost of a new pouch (current cost - £15). If a new pouch is not purchased, the pupil will not be allowed to bring a mobile phone onto the campus under any circumstances.

h) What if the phone needs to be opened in an emergency / if my child needs to leave early?
Reception staff will have access to an unlocking device to open the pouch when leaving. There will also be a device available on the wall outside the main reception should a pupil need to open the pouch after school hours.

i) If the school becomes a mobile-free school, what does this mean for staff?
Staff will be expected not to use mobile phones in public areas of the school or in front of any pupils. It is important that a clear message is given to everyone that phones should not be visible at all.

j) Are pupils allowed to take mobile phones on school visits?

This will be at the discretion of the visit organiser. Decisions will be based on the nature of the trip, safeguarding considerations, and the specific activities planned. Visit leaders will communicate clearly with pupils and parents/carers ahead of each trip regarding whether mobile phones are permitted, as well as any expectations for their use.