



Congleton High School
Together in the Pursuit of Excellence

Congleton High School

Mobile Phone Policy

Policy Lead:	H Thurland
Last Review Date:	July 2026
Next review date:	July 2027
Approval needed by:	Local Governing Board



1.0 Policy Overview

This policy sets out our expectations regarding student mobile phone use during the school day. In line with the Department of Education guidance alongside our commitment to Safeguarding and learning Year 7-11 students will no longer be able to use mobile phones at any point during the school day.

This policy also applies to **all** smartphone technology with similar functionality i.e. smart watches / ear pods / smart glasses.

To support this, we have implemented secure lockable mobile phone pouches for every student.

The policy aligns with:

- DfE “Mobile phones in schools” guidance 2024-2026
- Keeping Children Safe in Education (KCSIE)

2.0 Objectives

- Promote positive behaviour, engagement and wellbeing
- Eliminate distractions from learning caused by mobile phones, enabling students to learn at their full potential
- Prevent misuse of mobile phones, including bullying, filming, social media usage
- Create a safer school and reduce safeguarding risks
- Reinforce a calm and focused environment and culture through consistent rules

3.0 Scope

This policy applies to:

- All students in Years 7 – 11 during the school day (8:35am – 15:10pm), this includes breaktimes and lunchtimes.
- All devices capable of communication (phones, smartwatches, earbuds, smart glasses etc.)
- All areas of the school site and all off-site, school-organised activities

4.0 Secure lockable phone pouches – how the system works:

- Each student will be assigned a signal blocking pouch
- Students will bring their pouch to school everyday
- At the start of the school day, student phones are to be switched off and placed inside a pouch then locked under staff supervision. Any other smart devices (ear pods / smart watches etc) will also be placed in the pouch. Please be advised smart glasses are not permitted at school site.
- The pouch is to remain on the student throughout the school day and can only be opened on exit of school site using an external unlocking station to unlock the pouch.



- If a student leaves school site early, the pouch will be unlocked by reception when the student has arrived in reception.
- If a pouch is forgotten by a student, the student must hand in their phone and collect the phone from reception at the end of the school day.

5.0 Expectations of students in Years 7-11

- Bring your pouch to school each day and use it without exception
- Keep your pouch and phone / smart devices secure and undamaged
- Follow staff instructions regarding the pouch
- Do not bring or use any item intended to bypass the system (e.g. smart watch, second phone, magnets)
- Smart glasses are not permitted at school site at any time
- Do not damage the pouch, do not deface the pouch – this will be treated as deliberate misconduct

6.0 Expectations of 6th Form Students Main school community

- 6th Form students must keep mobile phones out of sight and off/flight mode everywhere except the 6th form centre.
- 6th Form students must also not use or display ear pods/buds or headphones except in the Sixth form centre
- **Common room:** 6th Form students are permitted to use mobile phones and smart devices in the common room
- **Study area:** 6th Form students can use their phones/smart devices in the study area, but only for education reasons (no games and no social media). Failure to comply with this will result in the student(s) being asked to leave the study area for the remainder of the period.
- **6th Form classroom:** Mobile phones should not be used in the classroom environment. In exceptional circumstances, and to enhance the learning and at the discretion of the teaching professional, there may be exceptions to this rule.

7.0 Mobile phone use – Staff

- Staff must always model a phone-free environment, in line with the school's prohibition of mobile phone use during the school day.
- The school should be mobile phone-free environments by default; anything other than this should be by exception only.
- Personal mobile phones must not be used during lessons, supervision duties, or when in the presence of pupils, except in exceptional and specifically authorised circumstances.
- Staff are permitted to use their personal devices in private, staff only spaces (offices & staff rooms) away from students.

Expectations of staff

- Support pouch use at all times



- Report any abuse or misuse of the system / suspected misuse of the system to Year Team Lead, SLT or Pastoral staff
- Be clear about the whereabouts and procedures around unlocking stations
- Report damage, missing pouches or misuse to relevant staff (Head of Year, SLT, Pastoral)
- Keep your unlock station secure and inaccessible to students
- Support with the unlocking of pouches when on duty at the end of the school day
- Senior Team supported Pastoral Leaders / Pastoral Staff will as appropriate conduct spot checks through the school day utilising the detection WAND if there is a reasonable belief a student has a phone on their person not contained in the phone pouch

8.0 Expectations of Parents and Carers

- Ensure your child brings their pouch to school each day
- Reinforce the message that phones must not be used during the school day
- Accept that any damage to the pouch will be chargeable at the appropriate rate for replacement (currently £10)
- Use the **school reception** as a point of contact in emergencies – students are not contactable during the school day

9.0 Journey to School:

- Students are allowed to bring mobile devices to school for safeguarding purposes on their journey to and from the school building.

10.0 Breaches of Policy years 7-11

Breach Type	Sanction
Refusal to place phone in pouch (1 st offence)	Internal Isolation + After School Detention Phone confiscated returned at end of day
Attempting to cheat system (e.g. 2nd phone, unlock tools) (1 st offence)	Internal Isolation + After School Detention 2 nd Phone confiscated collected by parents
Vandalism or damage to pouch	Internal Isolation + parental charge + After School Detention
Persistent non-compliance (2 nd offence or more)	Escalating sanctions including re-set / potential suspension / permanent exclusion



11.0 Breaches of Policy - 6th Form Sanctions

Breach Type (Study Room)	Sanction
Using mobile phone for non-educational purposes.	Asked to leave the study area for the remainder of that period.
Using mobile phone for non-educational purposes – repeated offences.	Confiscation, leading to the incremental sanctions pathway outlined below.
Breach type (Main school including classroom)	Sanction
Phone out, on display or being used (including earphones/headphones). 1st offence.	Advised phone to be placed out of sight and switched off. Name taken and SFC issued.
Phone out, on display or being used (including earphones/headphones). 2nd offence.	Confiscation. Name taken and phone handed to 6 th Form Office. Can be collected at 3:10, no earlier, and no exception. 6th Form phone pouch procedure initiated for two days. *
Phone out, on display or being used (including earphones/headphones). 3rd offence.	Confiscation. Name taken and handed to 6 th Form Office. Can be collected at 3:10, no earlier, and no exception. 6th Form phone pouch procedure initiated for five days. *
Phone out, on display or being used (including earphones/headphones). Repeated offences.	Bespoke strategies (phone handed in every day, permanent phone pouch). Consider escalatory sanctions in line with the school's behaviour policy.

*6th form phone pouch procedure:

- Day 1:
- Phone to 6th form office.
- Phone turned off and placed in pouch, supervised by 6th form staff.
- 6th form student 'wanded' to check for contraband
- Student unlocks phone at 3:10 using the wall mounted unlocking devices/handheld unlocking device in the 6th form office.
- Final day:
- As above, but the phone pouch is returned to the 6th form office, unlocked and handed in.

12.0 Usage of Wand Checks



- SLT / appointed staff are permitted to search a student via wand detection device if a child informs us they have not brought a phone to school.
- SLT / appointed staff are permitted to search a student via wand detection device if they believe a student is trying to cheat the system
- SLT / appointed staff are permitted to search a student via wand detection device if they believe a student is not being compliant with the system

13.0 Emergencies

- In an emergency, parents must contact **School Reception**. If a student requires urgent contact with home, staff will facilitate this through appropriate channels.

14.0 Exceptions

- Any required exceptions must be agreed by the Headteacher. These will be **rare** and handled discreetly.
- Alternative pouches are available to support students with requirement to use a mobile to monitor a specific medical condition i.e. diabetes insulin levels. This will be managed through the student's agreed care plan.

15.0 Extra-Curricular Activities and Offsite School Trips

- Extra-Curricular activities after school hours – students can unlock their pouch by the exit points or by the PE team / other unlock stations around site prior to engaging in extra-curricular activities
- Extra-Curricular activities during school hours (offsite) – Students will unlock their pouch on return to school site, staff in charge of the trip will have access to a magnet lock to facilitate this in the event of the trip returning to school after the end of the school day.
- Residential – Residential will be risk assessed and appropriate measures put in place in line with DfE guidance.

16.0 PSHCE Curriculum and Online Safety:

As part of our commitment to student well-being, we offer a comprehensive PSHCE (Personal, Social, Health, and Citizenship Education) curriculum that educates students on the safe and responsible use of mobile phones and social media.

Topics covered across Years 7–11 include, but are not limited to:

- Online Safety: Understanding age restrictions, privacy settings, and maintaining a positive online reputation.
- Screen Time & Addiction: Exploring the impact of excessive screen time, online gaming addiction, and the importance of balance.
- Cyber Bullying: Recognizing and preventing cyberbullying, understanding the risks of sharing inappropriate or explicit images.



- Online Grooming & Exploitation: Awareness of online grooming, the dark web, and the dangers of sexual exploitation.
- Hate Crimes & Extremism: Educating students on recognizing and resisting online extremism and hate crimes.

We are committed to ensuring that students not only have the knowledge but also the support to use technology and social media in a safe and responsible manner.

17.0 Social Media and Online Behaviour:

We recognise that many issues around social media arise outside of school hours. However, conflicts or inappropriate behaviours that occur online can spill over into school life. We take these matters seriously and encourage students to report any concerns so that staff can monitor and intervene. The school will take action when issues related to social media and online behaviour affect student welfare or disrupt the learning environment.

There are a range of actions that we encourage families to consider to positively promote appropriate and responsible use:

- Talk to your child about using inappropriate language or images online
- Talk to your child about the dangers of using their mobile phone to negatively target individuals, intimidate or bully others
- Discuss how to manage issues together and how best to let staff at school know for early intervention
- Monitor your child's device and the apps they are using
- Consider restricting or limiting the amount of time they spend online.
- Consider putting parent filters or other controls in place during the school day to limit access to apps.

18.0 Additional Restrictions:

In extreme cases, such as when suspected criminal offence has taken place, the school may contact the police and/or the device may be searched without consent where reasonable grounds exist. In cases where a students' phones are searched, parents/ carers should be contacted.

Behaviour Management - If a student is out of lessons during the school day because of their behaviour, or they are involved in the investigation of a serious incident, it may be appropriate to confiscate their phone whilst matters are resolved.

Temporary Intervention - In some individual cases, the school may implement a temporary intervention to support persistent issues. Students are expected to hand in their mobile device to the student office/or Head of Year when they arrive at the start of the day and collect it at the end of the day.

