



Mobile Phone Policy



Review Date:	January 2026
Next Review Date:	January 2027

1. Introduction

This policy sets out The Coppice academy's approach to the use of mobile phones and similar smart technology by pupils during the school day.

It reflects the Department for Education's guidance that schools should be mobile phone-free environments by default, and outlines our expectations, exceptions, and implementation processes.

Note: References to "mobile phones" in this policy also cover devices with similar functionality (e.g., smartwatches with messaging or recording capabilities) unless otherwise stated.

2. Policy Aims

This policy aims to:

- Support a calm, safe and focused learning environment.
- Minimise distraction, disruption, and behaviour issues linked to phone use.
- Promote positive wellbeing, relationships, and social engagement in school.
- Ensure appropriate adjustments are made for medical needs and special educational needs where necessary.

3. Scope of the Policy

This policy applies to all pupils enrolled at The Coppice academy throughout the formal school day including:

- Lesson time
- Between lessons
- Breaktimes and lunchtimes

It also applies to pupils on school trips and residentials, except where specific adaptations are agreed in advance (see Section 7).

4. Expectations and Prohibitions

4.1 Main Rule

Pupils must not have access to their mobile phone during the school day. This means phones should be:

- All Phones must be handed in at start of day and collected at end of day
- Switched off (not silent) and or handed to staff

Phones are to be kept in secure storage which pupils cannot access

5. Communication and Responsibilities

5.1 Staff

- All staff are expected to enforce this policy consistently.
- Staff should avoid using personal phones in front of pupils during the school day to model expectations.

5.2 Parents and Carers

Parents/Carers are asked to support this policy by:

- Understanding the reasons behind it.
- Using the school office to communicate with their child during the school day where needed.
- Reinforcing the expectations at home.

6. Sanctions

Breaches of this policy will be managed as per our behaviour policy.

- Sanctions may include:
- Confiscation of the device until the end of the day
- Lunch/break detention
- Parental collection of the device
- Additional measures depending on context
- Staff are reminded that confiscation is lawful if proportionate and aligned with our behaviour policy.

7. Special Educational Needs, Medical and Other Adjustments

We recognise that some pupils may need access to their phone for medical reasons, SEND-related needs or safeguarding reasons. In these cases:

- A plan will be created and documented medical plan or risk assessment.
- Reasonable adjustments will be made without undermining the overall intent of this policy.

8. Searching and Confiscation

Staff authorised by the SLT may search a pupil or their possessions where there are reasonable grounds to suspect mobile phones or similar devices are in breach of this policy, in line with our behaviour policy.

9. Mobile Phones Outside the School Day

- On residential or activities outside the normal school day:
- Mobile phone use will be managed according to the specific trip policy.

The priority is to safeguard pupils and protect the educational objectives of the trip.

10. Review and Governance

This policy will be reviewed annually or sooner if required.