



# **PHONE FREE SCHOOL GUIDELINES**

**Reviewer: Mrs Wardle**

**Reviewed: May 2026**

**Approved by Local  
Governing Board on  
18<sup>th</sup> May 2026**

**Signed:**

**(Mr G Evans, Headteacher)**

**Date:**

**18<sup>th</sup> May 2026**

## 'PHONE FREE' SCHOOL GUIDELINES

### SCHOOL VISION:

Our Vision - Achieving Greatness Together

Our Mission - Great Sankey is a safe, inclusive community providing an environment where excellent teaching and pastoral care empowers all students to be active learners, to celebrate diversity and to realise their potential.

### OUR AIMS ARE:

- Great Sankey High School is a phone-free space to improve teaching and learning and enhance safeguarding.
- To provide students with a learning environment where they can thrive, free from the distractions of phones and social media.
- Drive improvement in student wellbeing, academic performance, classroom engagement, and social connection.
- To ensure a sympathetic, inclusive, social environment exists and individuals treat each other with mutual respect.
- To be consistent with other Trust and school policies such as:
  - Child Protection & Safeguarding policy
  - Behaviour policy
- To meet the requirements of the Department for Education's non-statutory [mobile phone guidance](#)

### SCHOOL RULES:

In line with the DfE's non-statutory mobile phone guidance; "schools should develop a mobile phone policy that prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime. At Great Sankey High School, **mobile phones and wearable technology are not to be used during school.**

To facilitate this:

- Every student is assigned a personal phone pouch.
- It is each student's responsibility to bring their phone pouch with them to school every day and keep it in good working condition.
- Phones must be placed in the pouch. Sanctions apply in the same way if these are seen during the school day.

## **GUIDELINES:**

### Beginning of the Day

Students must bring their phone pouch to school with them each day. Each morning in registration or assembly, students will:

- 1) Turn their phone off.
- 2) Open their phone pouch.
- 3) Place their phone inside the pouch and secure it in front of school staff.
- 4) Store it in their bag or blazer for the day.

### End of the Day

Students will:

- 1) Open their pouch at an unlocking station or a handheld unlocking device used by duty staff.
- 2) Remove their phone
- 3) Keep in their school bag or blazer overnight ready to bring in to school the next day.

### Late Starters or Early Leavers

Students arriving late will pouch their phones at Main Reception when they sign in or at the Late Gate. Students leaving early will be able to unlock their pouch at Main Reception or at an unlocking station outside the exits on Barrow Hall Lane.

## **VIOLATIONS**

### Forgotten Pouch

If a student forgets their pouch, **their phone will be collected and stored securely for the whole day. A phone call home will be made to remind parents/carers of the school policy.** The phone will be returned to the student at dismissal at the end of the school day from the Year Office. If a student consistently forgets their pouch, it will be considered lost. Please refer to the Lost Pouch section below.

### No Phone

If a student does not bring a phone to school, their bag/blazer may be checked by the Form Tutor and they may be screened by Pastoral staff using a metal detector wand. This process is in line with the DfE Searching, Screening and Confiscation guidance.

### Phone seen during School

If a student is found in possession of a phone outside a phone pouch, **the phone will be confiscated. A phone call home will be made to remind parents/carers of the school policy. The student will be placed in the Internal Suspension Room (ISR)** for the remainder of the day, or the next day should the incident be later in the day. Non-cooperation will be sanctioned in line with the school behaviour policy. The only exception will be for students with a medical need to check their phone at a certain time, agreed with the Year Team.

## Pouch Damage or Lost Pouch

If a student deliberately damages their pouch, we will collect the pouch and confiscate the phone as detailed above. Parents/Carers will have to buy a replacement phone pouch (The cost including delivery is £10.50) via this link - <https://store.schoolphonepouch.co.uk/omega>

Examples of damage:

- Ripped fabric
- Cut fabric
- Torn fabric
- Bent/cut pin
- Signs of force to black button on flap
- Damage to the black button
- Pouch opens without unlocking station

## Unlocking Stations

If a student is found in possession of an unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a serious offence and could lead to a suspension.

## Accidental Damage

Please notify the school immediately to explain what happened. If any damage is spotted at a pouch check it will be considered intentional unless the student has raised, it previously.

## **EXCEPTIONS:**

We have a protocol in place for students with exceptional circumstances linked to diagnosed medical needs (e.g. Diabetic students testing blood sugar levels). Any students who are given permission must then adhere to these 'Phone Free School Guidelines' – See 'Phone seen during school' section.