



# Mobile Phone/Device Policy

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Audience	Students, parents, staff

## **1. Policy Overview**

This policy sets out our expectations regarding student mobile phone use during the school day. In line with Department for Education guidance and our commitment to safeguarding and learning, students are not permitted to use mobile phones at any point during the school day.

To support this, we supply 'Secure Lockable Phone Pouches' for every student.

## **2. Objectives of this Policy**

- Eliminate distraction from learning caused by mobile phones
- Promote positive behaviour, engagement, and wellbeing
- Prevent misuse of mobile devices, including bullying, filming, upskirting, and academic dishonesty
- Create a safer school environment and reduce safeguarding risks
- Reinforce a calm and focused school culture through consistent rules

## **3. Scope**

This policy applies to:

- All students during the school day (including breaktimes and transition periods)
- All devices capable of communication (phones, personal tablets, earbuds, etc.)
- All areas of the school site

## **4. Secure Lockable Phone Pouches – How the System Works**

- Each student will be issued a signal-blocking pouch.
- Students must bring their pouch to school every day, even if they do not bring their phone to school.
- Once on school grounds, phones are to be placed inside and locked in the pouch. The pouches will need to be shown to the member of staff greeting students at the entrance doors.
- The pouch remains on the student's person, stored in their school bag, but cannot be opened until the end of the school day.
- At the end of the school day, pouches will be unlocked using unlocking stations at the exits of the school.
- If a student leaves school early, the pouch will be unlocked by appropriate staff.
- If a pouch is forgotten, a temporary pouch will be issued.
- Replacement pouches can be purchased via Arbor.

## **5. Expectations of Students**

- Bring the pouch every day and use it without exception.
- Keep the pouch secure and undamaged.
- Follow all staff instructions regarding pouch use.
- Do not bring or use any item intended to bypass the system (e.g. second phone, magnets).
- Do not damage or deface the pouch.

## **6. Expectations of Staff**

- Enforce pouch use, including visual checks and supervised locking/unlocking.
- Conduct spot checks during the day if misuse is suspected.
- Report damage, missing pouches or misuse.

## **7. Expectations of Parents and Carers**

- Ensure your child brings their pouch to school each day.
- Reinforce the expectations about mobile phone use during the school day.
- Accept that any deliberate damage or loss of a pouch will be chargeable.
- Use the school reception as the point of contact – students are not contactable during the day.

## 8. Breaches of Policy – Sanctions

Offence	Description / Example	Suggested Sanction
<b>Student forgets to bring their pouch into school and brings a phone into school</b>	If a student forgets to bring in their pouch but brings in their phone, they will be provided with a replacement pouch for that day. Their phone will be secured in a pouch and kept in Reflection until the end of the day, when it can be collected.	During a half term: 1 <sup>st</sup> offence – parents/carers informed 2 <sup>nd</sup> offence – detention
<b>Student forgets to bring their pouch into school but has no phone</b>	The phone pouch is expected equipment to be brought every day.	During a half term: 1 <sup>st</sup> offence – parents/carers informed 2 <sup>nd</sup> offence – detention
<b>Possession of an unpouched mobile device</b>	Student found in possession of a phone that is not locked in a pouch at any time during the school day.	- Confiscation of the phone - Phone only returned to parent/carer - 1 full day in Reflection
<b>Placing incorrect items in the pouch</b>	Deliberately placing another object (e.g. calculator or dummy phone) in the pouch to give the appearance that the phone is secured.	- Confiscation of the phone - Phone only returned to parent/carer - 1 full day in Reflection
<b>Possession of an unlocked Pouch</b>	Found with a pouch that has been unlocked but still contains an accessible phone during the school day.	- Confiscation of the phone - Phone only returned to parent/carer - 1 day in Reflection
<b>Possession of a detacher</b>	Being found in possession of any device used to unlock pouches, including unauthorised detachers or improvised tools.	- Permanent confiscation of the detacher - Parent/carer informed - 2 days in Reflection
<b>Damaging, destroying or tampering with a pouch</b>	Includes intentionally damaging, cutting, forcing open, or otherwise vandalising a pouch to access the phone.	- 2 days in Reflection - Parent/carer meeting required - Replace the damaged pouch

Repeat offences will result in increasing sanctions in line with the school's Behaviour Policy, up to and including suspension or permanent exclusion.

All incidents will be recorded and monitored. Persistent disregard for the school's mobile phone expectations will be considered a serious breach of conduct.

## 9. Emergencies

In an emergency, parents must contact school reception. If a student requires urgent contact with home, staff will facilitate this through appropriate channels.

## 10. Exceptions

Any required exceptions (e.g. for medical reasons) must be agreed in writing with the SENCO and Principal. These will be rare and handled discreetly.

## 11. Monitoring and Review

This policy will be monitored by the Senior Leadership Team and reviewed annually or in response to updated DfE guidance.