



TOTTINGTON
HIGH SCHOOL

Mobile phone & electronic devices policy

Updated	June 2026
Review Date	June 2027
SLT responsible	L Entwistle (Deputy Headteacher)



1. Policy Overview:

This policy sets out our expectations regarding student mobile phone use during the school day. It also applies to all associated electronic devices e.g. air pods, smart watches and earphones.

In line with Department for Education guidance and our commitment to safeguarding and learning, students will **no longer be permitted to use mobile phones and associated items at any point while on school premises**. These are banned on site. However, we know and appreciate mobile phones are an important part of how parents and carers safeguard their children on their journey to and from school.

To support this, THS have **secure, signal-blocking phone pouches** for every student.

By accepting a place at Tottington High School- you are accepting our policies.

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 (e.g. through the use of AI)
- 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, smartwatches, earbuds, etc.)
- All areas of the school site and all off-site, school-organised activities
- Residential trips (overnight, phones must be in pouches)

4. Secure lockable phone pouches – how the system works:

- Each student will be issued a **personally assigned signal-blocking pouch**
- Students must bring their pouch to school **every day**
- **On entry to school and before you enter the school site**, phones (any other electronic devices) are to be **placed inside and locked** in the pouch
- On entry to the school building, you will present your locked pouch to duty staff. If you do not have a pouch, you may be selected for a search using a metal detecting wand
- The pouch remains on the student's person but **cannot be opened until the end of the school day**
- On exiting the school students will **unlock their pouches using the unlocking stations at the front and back gates**
- If a student needs to leave school early (for an appointment), the pouch will be unlocked by **reception staff**
- If a pouch is forgotten, students will have to hand their phone in on arrival. They can collect their phone from Reset at the end of the school day

5. Expectations of students:

- Bring your pouch every day and use it without exception
- Keep your pouch secure and undamaged
- Follow all staff instructions regarding pouch use
- Do not bring or use any item intended to bypass the system
- Do not damage or deface the pouch, this is treated as deliberate misconduct. **The pouch remains the property of THS.**

6. Expectations of staff:

- **Always enforce pouch use**
- Conduct **spot checks** during the day if misuse is suspected
- **Report damaged or missing pouches or misuse** to Head of Year
- **Mobile phones should not be used in front of students.** Please note that some staff, such as the Site Team and DSL/DDSLs, are issued with school phones and need to remain contactable at all times. Where use of these devices is necessary, staff will use them as discreetly as possible and only for school-related purposes.

7. Expectations of parents and carers:

- Ensure your child brings their pouch to school each day
- Reinforce the message that **phones use is banned at THS**
- Accept that any damage to a pouch will be chargeable
- Use the **school reception as the point of contact** in emergencies, students are not contactable during the day

8. Breaches of the policy:

Offence	Description / Example	Suggested Sanction
Student forgets to bring their pouch into school.	If a student forgets to bring in their pouch - they will hand their phone in, and it will be stored securely in Reset.	During a half term: – 1st offence – phone confiscated. Red point on Arbor, parents/carers informed (message via Arbor). After school detention (20mins) – 2nd offence – 1 full day in Reset until 3.30pm
Possession of an unpouched mobile device.	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/carers – One day suspension
Placing incorrect items in the pouch.	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/carers – One day suspension
Possession of an unlocked pouch.	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/carers – One day suspension
Possession of a detach.	Being found in possession of any device used to unlock pouches, including unauthorised detachers or improvised tools.	– Permanent confiscation and disposal of the detach – Parent/carers informed – One day suspension

Damaging, destroying or tampering with a pouch.	Includes intentionally damaging, cutting, forcing open, or otherwise vandalising a pouch to access the phone.	– Confiscation of the phone Phone only returned to parent/carer – Pay for a replacement pouch – One day suspension
Persistent non-compliance.	Repeated examples of the above or refusal to hand over a device/refusal to be searched	– Extended suspension – Parent/carer meeting required

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 for medical reasons must be agreed in writing with the **Headteacher**. These will be rare, for example a child with an insulin pump connected to their mobile device to take readings.

11. Monitoring and Review:

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