



Waltham Toll Bar Academy

Mobile Phones Policy

Date reviewed:	September 2026	
Approved by:	LGB	TBC
Next review due by:	September 2027	

For Office Use Only:

Policy Version: 1.0

To make changes to this policy, please
email admin@lincolnshiregateway.co.uk.



Lincolnshire Gateway
Academies Trust

1 Policy Intent

- 1.1 The purpose of our Mobile Phone policy is to ensure that students are provided with a learning environment which is respectful, safe and supports academic, personal and social development. Waltham Toll Bar Academy has high expectations of all students. DfE guidance sets out that all schools prohibit 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. This is to ensure a calm, safe and supportive environments conducive to teaching and learning, and keeping children safe in education. The current and future success of students is dependent on their ability to understand what is acceptable in school and in their future educational working life.
- 1.2 The DfE has issued advice to schools entitled 'Mobile Phones in Schools'. This has been adopted and incorporated into the Academy mobile phones policy. This guidance clearly states that "all schools should be mobile phone-free environments by default; anything other than this should be by exception only."

[Mobile phones in schools - GOV.UK](https://www.gov.uk/guidance/mobile-phones-in-schools)

2 Aims and Objectives

- 2.1 It is our primary aim that every member of the Academy community feels safe on their journey to and from school, while removing digital distraction for the entirety of the school day.
- 2.2 The Mobile Phone Policy is in place to ensure a safe, calm environment for all students and staff throughout the academy day. Students will be free from digital distraction and able to access learning. Staff will be able to teach and maintain a positive environment.
- 2.4 We aim to treat all of our students with equality and to apply this Mobile Phone Policy consistently.
- 2.5 This Policy is therefore intended to support all members of our academy community in living and working together in a mutually beneficial way. It aims to promote an environment in which everyone feels safe, secure and able to achieve.

3 Student Use of Mobile Phones

"The Department for Education (DfE) expects schools to implement a policy whereby pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime." [Mobile phones in schools - GOV.UK](https://www.gov.uk/guidance/mobile-phones-in-schools)

- 3.1 Students are to switch off their mobile phones before entering the academy premises and place them in the bottom of their bags.
- 3.2 They are to remain at the bottom of their bags switched off for the duration of the school day. They can use their mobile phones again once they leave the academy premises.
- 3.3 Smart watches are not to be worn in the academy.
- 3.4 If a mobile phone is seen by a staff member the mobile phone will be confiscated for the remainder of day and a C3/50-minute conduct detention issued.
- 3.5 Whilst neither a prohibited nor banned item, in line with the DfE guidance Searching, Screening and Confiscation, mobiles phones (and other smart technology) are items that may be searched for by staff. If a search is required, this will be carried out in line with the process outlined in section 10 of the behaviour policy.

3.6 Schools' general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

3.7 The risks of the use of mobile phones will be covered in the CPHSE. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Students will also be taught the benefits of having a mobile phone-free environment and be encouraged to see such an environment as desirable and valuable. This will help to create intrinsic motivation to support the school culture.

4 Adaptations and Reasonable Adjustments

4.1 The Academy accepts that there will be individual circumstances where it will be appropriate to allow a pupil to have access to their mobile phone during the day.

For example:

- to support pupils with medical conditions;
- to support a disabled pupil, where access is necessary due to the nature of their disability;
- in exceptional circumstances, for example, a family emergency.

Adjustments will be considered on a case-by-case basis and a clear plan put in place.

5 Sixth Form

5.1 In sixth form young people have an increased independence and responsibility. This is reflected in the academy mobile phone policy by post-16 students having permitted access to their mobile phones.

5.2 If post-16 students choose to use their mobile phones at the permitted times it must be used inline with the acceptable use of ICT and online safety policy.

5.3 Misuse of a mobile phone by post-16 students will be dealt with following the academies behaviour policy.

6 The Role of Staff

6.1 All staff should consistently enforce the school's policy on the use of mobile phones.

6.2 Staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

6.3 There may be occasions where it is appropriate for a teacher to use a mobile phone or similar device, for instance to issue homework, issue rewards and sanctions or use multi-factor authentication.

7 Educational visits and extra-curricular activities

7.1 The use of mobile phones on an extra-curricular activity or educational visits within the school day is prohibited. Students will follow the same guidance from section 3 that mobile phones are not to be used within the school day. The same sanction will also apply.

7.2 If the educational visit takes place out-of-hours, or the extra-curricular activity takes place off-site, the lead member of staff and a member of the Senior Leadership Team (SLT), must ensure that clear expectations are provided to pupils and parents/carers in advance with regards to the use of mobile phones.

Where the use of mobile phones is permitted:

- there should be a specific purpose, for example, contact with home;
- this should only be at specific times and in specific locations; and
- the use of mobile phones should be as directed by staff and/or the visit/activity briefing.

7.3 If students choose to use their mobile phones as permitted it must be used in line with the acceptable use of ICT and online safety policy.

7.4 Misuse of a mobile phone by post-16 students will be dealt with following the academies behaviour policy.