



School Section: Woodhouse Grove	Reviewed: August 2026
Revision: 1.6	Reviewer AMC
Review Date: Summer 2027 (or as required)	

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 in years 7 through to 11, will no longer be permitted to use mobile phones at any point during the school day i.e. 8:30am until 4:00pm.

Students arriving prior to 8:30am are permitted to use their mobile phones in their locker rooms ONLY.

To support this, every student in Year 7-11 will be provided with a Secure Lockable Phone Pouch.

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, smartwatches, earbuds, etc.)
- All areas of the school site during the school day i.e. 8:30am until 4:00pm (6th Form areas excepted)
- All off-site, school-organised activities - In the case of co-curricular activities, off-site trips, visits and exchanges, Mobile Phone use will be regulated by the member of staff in charge of the activity/trip.

4. Secure Lockable Phone Pouches – How the System Works

- Each student in Years 7-11 will be issued a personally assigned signal-blocking pouch
- Students must bring their pouch to school every day
- Students arriving prior to 8:30am are permitted to use their mobile phones in their locker rooms ONLY.
- During Registration, phones are to be placed inside and locked in the pouch under staff supervision
- The pouch can remain on the student's person, or be locked in their locker, but cannot be opened until the end of the school day
- At the end of the school day, unlocking stations will be accessible in various locations around the school for students to unlock their pouches.
- If a pouch is forgotten, the student will be required to hand their phone to their Form Tutor, and the phone will be taken to reception for collection at 4pm. This will be logged on CPOMS and repeat offenders will face increased sanctions.
- Any student who arrives at school after registration has finished, must sign in at reception and ensure reception staff witness them lock their phone in their pouch. If students do not have their pouch with them when signing in (i.e. it is in their locker), they will be required to hand in their phone and return at a later point in the day with their pouch in order to collect their phone and lock the phone in the pouch under the supervision of a member of the reception team.
- If a student leaves school early, the pouch will be unlocked by reception staff
- If a student loses or damages their pouch there will be a charge for a replacement pouch.



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5. Expectations of Students

- Bring your pouch every day and use it without exception
- Keep your pouch and phone 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, smartwatches)
- Do not damage or deface the pouch – this is treated as deliberate misconduct
- 6th Form students may only use their mobile phones in the 6th Form Centre or the 6th Form Building. Any deviation from this will result in the enforcement of sanctions as per Section 8 of this policy.
- If a pouch is deliberately damaged or repeatedly lost, a replacement will be issued, and parents may be charged.

6. Expectations of Staff

- All staff must consistently enforce the school's policy on the students' use of mobile phones and reinforce that the pouch system is designed to support a calm, focused, and safe learning environment — not to punish, but to protect students and uphold school standards.
- Enforce pouch use during tutor time, including visual checks and supervised locking
- Conduct spot checks during the day if misuse is suspected
- Log all incidents on CPOMS
- Ensure unlocking stations are accessible at the end of the day (if you hold responsibility for an unlocking station)
- Keep your unlocking station secure and inaccessible to students between 8:30am and 4:00pm
- Report damage, missing pouches or misuse to relevant Head of Year or PSL
- Staff should follow the guidance provided for them on the use of their own mobile phone during the school day.

7. Expectations of Parents and Carers

- Ensure your child brings their pouch to school each day
- Reinforce the message that phones must not be used during the school day
- Accept that any deliberate damage to a pouch or repeated loss will be chargeable
- Use the school reception as the point of contact in emergencies – students are not contactable during the day
- Woodhouse Grove School accepts no responsibility for risk, theft, loss, damage, or health effects of Mobile Phones. Parents and Students should ensure that Mobile Phones are properly insured.

8. Breaches of Policy – Sanctions

Breach Type (not an exhaustive list)	Sanction
Phone not placed in pouch	Saturday Detention & phone confiscation
Attempting to cheat system (e.g. 2nd phone, unlock tools)	Saturday Detention & phone confiscation
Vandalism or damage to pouch	Saturday Detention & parental charge



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Breach Type (not an exhaustive list)	Sanction
6 th Form non-compliance	Separate 6 th Form Mobile Phone Protocol
Persistent non-compliance	Escalating sanctions including potential suspension

Any breach of Policy will be recorded on CPOMS.

Confiscated mobile phones will be taken to reception for collection at the end of the school day.

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

This Policy relates to students in Years 7 to 11. It is our policy to allow students to have phones in school under the conditions outlined below;

- Students with a specific medical or other need will be given special dispensation to use their phone for this purpose e.g., Diabetes monitoring.
- Sixth Form students may use their Mobile Phones in the 6th Form Centre and 6th Form Building at any time.

N.B. Allowing flexibility for individual students does not mean that these students are exempt from all restrictions on the use of their mobile phone.

11. Monitoring and Review

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