

# JKHS Mobile Phone and Phone Pouch Policy

## 1. Purpose and Rationale

John Kyrle High School operates as a **phone-free school during the school day**, supported by the use of secure, lockable mobile phone pouches.

This policy is designed to:

- protect learning time and reduce distraction;
- improve behaviour, focus, attendance, and social interaction;
- reduce anxiety, online harm and the risk of bullying;
- strengthen safeguarding and staff safety;
- ensure clarity, consistency, and fairness.

This policy applies to **all students in Years 7–11**. Sixth Form arrangements are set out in Section 13.

## 2. Core Principles

Students **do not need access to mobile phones during the school day**.

Students may bring a mobile phone to school for use **before and after the school day only**. The school day starts at 8.45 am and ends at 3.25 pm. If a phone is brought onto the school site, it must:

- be switched off;
- be placed in a school-issued phone pouch;
- remain locked and inaccessible throughout the school day.

Any phone that is **seen, heard, or accessed** at any point during the school day constitutes a breach of this policy.

Students in Years 7 to 11 who do not wish to use a pouch should not bring a phone to school.

Parents of students who do not wish to bring a mobile phone to school should email their Head of Year who will issue a **pass**. This pass should be shown during tutor time or if asked by staff.

**The school accepts no liability for personal items brought onto the school site, including any loss or damage to mobile phones, even when these items are stored by the school**

### 3. Definition of the School Day

For the purposes of this policy, the school day starts at 8.45 am and when the student leaves the site, for most students this will be at 3.25 pm.

Phones may only be unlocked **when students are leaving the school site.**

### 4. Phone Pouches

#### 4.1 Issuing and Ownership

- Each student in Years 7–11 is issued with a phone pouch, loaned for the duration of their time at the school.
- The pouch remains the property of the school and must be returned when the student is no longer a student at JKHS.
- Pouches should be kept safely at home during the school holidays.
- Each pouch is uniquely numbered and recorded.

#### 4.2 Daily Routine

- Students must bring their pouch to school every day.
- During tutor time, students must switch their phone off, place it in the pouch, and lock it under staff supervision.
- The pouch must remain locked and with the student throughout the school day.
- Pouches must not be cut, forced, tampered with, or interfered with.

### 5. Unlocking Arrangements

- Phones may only be unlocked at the end of the school day.
- Multiple fixed unlocking stations are positioned near exits, with additional mobile unlocking devices held by staff.
- Unlocking is quick and designed to avoid queues or delays to transport.
- Students who forget to unlock their phone at the end of the day may unlock it at Reception (open until 4.30pm) or at the external unlocking point positioned outside of the front gate.

### 6. Forgotten, Lost, or Damaged Pouches

#### Forgotten Pouch

- Students who forget their pouch or who do not bring their pouch to school must hand their phone to their Head of Year **before 8.45am**.
  - An RRR3 point will be issued by the Head of Year.
- Phones are then stored securely and can be collected from resources from 3.30pm.
  - JKHS accepts no liability for phones that are stored during the day

- Return of phones in time for buses cannot be guaranteed.

## Lost or Damaged Pouch

- Pouches are loaned by the school to any student who chooses to bring a mobile phone to school.
- Damage (either deliberate or accidental) to pouches loaned by the school to students is the responsibility of the student/parent.
- Lost or deliberately damaged pouches will incur a **£15 replacement charge**, payable online via Parent Pay.
  - Until payment for a replacement pouch is received, if students choose to bring a phone to school then they must hand their phone to their Head of Year before 8.45am and collect it from Resources after 3.30 pm with an RRR3 point being issued.
- Cutting, forcing, tampering with the locking pin or mechanism, defacing/graffitiing or otherwise deliberately damaging a pouch is treated as a breach of this policy.
- The decision on whether damage is deliberate will be taken by the school and is final.

## 7. Misuse and Circumvention

The following behaviours are considered breaches:

- bringing a phone onto site and not placing it in a pouch;
- using, displaying, or allowing a phone to sound during the school day;
- placing a 'dummy' phone in a pouch while retaining another device;
- attempting to unlock a pouch without authorisation (including using magnets or tools);
- refusing to hand over a phone or pouch when requested;
- damaging or tampering with a pouch.

## 8. Sanctions

Sanctions are applied consistently and proportionately under the Behaviour Policy.

### Sanctions Ladder

**Bringing a phone to school without having a pouch (e.g., forgotten pouch or choosing not to use one and handing a phone in to Head of Year)**

- RRR3 issued

**First breach (for example damaging a pouch or placing a 'dummy' phone in a pouch)**

- Phone confiscated, returned to the **student** at the end of the day
- RRR3 issued

- 1 day in Referral

### **Second breach**

- Phone confiscated, returned to **parent** at the end of the school day
- 1 day in Reflection, 1 day in Referral
- Parent/carer informed

### **Third or serious breaches**

- Phone confiscated, returned to parent at the end of the school day
- Potential of a Fixed Term Exclusion (suspension)
- 1 day in Reflection, 1 day in Referral (if a student is suspended then this will be completed on their return to school)
- Meeting with senior staff and parent/carer;

Bringing a phone and refusing to comply will result in sanctions.

## **9. Searching and Confiscation (Legal Authority)**

Where staff have reasonable grounds to suspect a breach of this policy:

- spot checks may be carried out;
- bags may be searched;
- phones may be confiscated.

These powers are exercised under the **Education Act 1996** and the **Education Act 2011**, which permit schools to search for and confiscate prohibited items, including mobile phones, without consent where appropriate. Searches will be conducted respectfully and in line with statutory guidance on safeguarding and student welfare

## **10. Parent and student communication during the school day**

- If a parent needs to contact their child they should phone the school on 01989 764358.
- If a student wishes to speak to their parent/carer they can ask their Head of Year, their Pastoral Support Officer or at Resources.

## **11. Trips, Visits, and Off-Site Activities**

- Mobile phone use on trips and visits is at the discretion of the trip leader.

## **12. Other Devices**

- Smart watches and internet-enabled wearable devices are not permitted and must be placed in the pouch.
- Non-connected watches may be worn.

## **13. Exemptions**

- Students with specific medical needs (e.g., diabetes) that require access to a mobile device may request an exemption. Evidence from a healthcare professional must be provided and approval granted by the Head of Year.

## **14. Sixth Form Arrangements**

**Sixth Form students are not required to use phone pouches.**

However:

- phones may only be used in designated Sixth Form areas or when authorised by staff;
- phones must not be used in corridors or general school areas;
- misuse will result in confiscation and sanctions

## **15. Roles and Responsibilities**

### **Students**

- Follow this policy consistently;
- Ensure phones are switched off and secured correctly;
- Comply immediately with staff instructions.

### **Staff**

- Apply the policy calmly, consistently, and fairly;
- Supervise locking during tutor time;
- Follow agreed procedures for confiscation and unlocking.

### **Parents and Carers**

- Support the school's phone-free approach;
- Reinforce expectations at home.

## **16. Review**

This policy will be reviewed annually by senior leaders and governors to ensure it continues to support learning, behaviour, attendance, and safeguarding.

**Policy Version 1.3**

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**Approved by:** Headteacher **Date:** 20/2/26

**Next Review:**