

Open Academy

Mobile Phone Policy

Policy Type:	Academy Policy
Approved By:	Local Governing Body Transition committee
Date Approved by LGB:	May 2026
Review Date:	May 2027
Person Responsible:	Principal

Summary of Changes

The policy has been amended as follows.

Page Ref.	Section	Amendment	Date of Change
	All sections	Brand new policy	June 26

General Policy Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Principal. The Principal of each Academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

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 will **no longer be permitted to use mobile phones at any point while on school premises**. To support this, the school uses **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, smartwatches, earbuds, etc.)
- All areas of the school site and all off-site, school-organised activities

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**
- **At the start of morning line up**, phones are to be **placed inside and locked** in the pouch under staff supervision
- The pouch remains on the student's person but **cannot be opened until the end of the school day**
- Students will **unlock pouches using unlocking stations** as they leave the school site
- If a student leaves school early, the pouch will be unlocked by **reception staff**
- If a pouch is forgotten, the student will leave their phone with their Head of Year during morning line up and will collect it from the Year office at the end of the day.

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

6. Expectations of Staff

- **Enforce pouch use during morning line up**, including visual checks and supervised locking
- Conduct **spot checks** during the day if misuse is suspected
- **Supervise unlocking pouches at the end of the day** (if you are on duty)
- **Report damage, missing pouches or misuse** to your Head of Year
- Keep your unlock station secure and inaccessible to students

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 damage / loss 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 Policy – Sanctions

Breach Type	Sanction
Phone not placed in pouch	Sanctions in line with the school behaviour policy
Attempting to cheat system (e.g. 2nd phone, unlock tools)	
Vandalism or damage to pouch	
Persistent non-compliance	

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 or SEN 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.