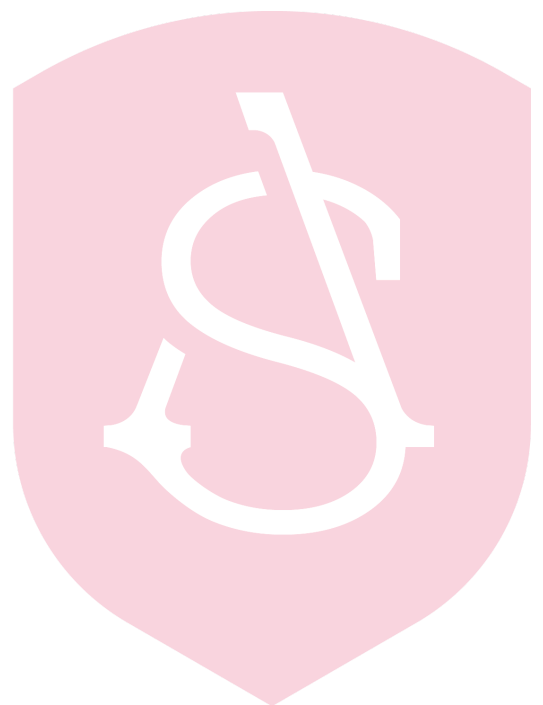


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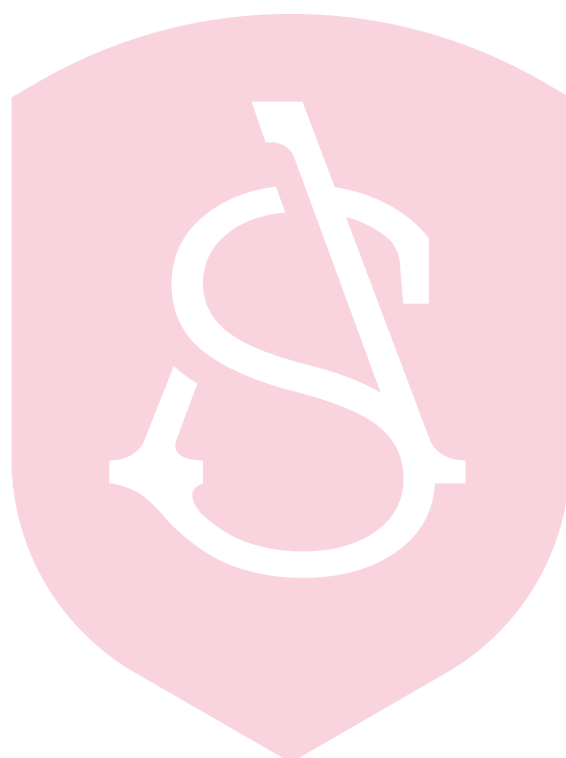
Mobile Phone Policy

June 2026



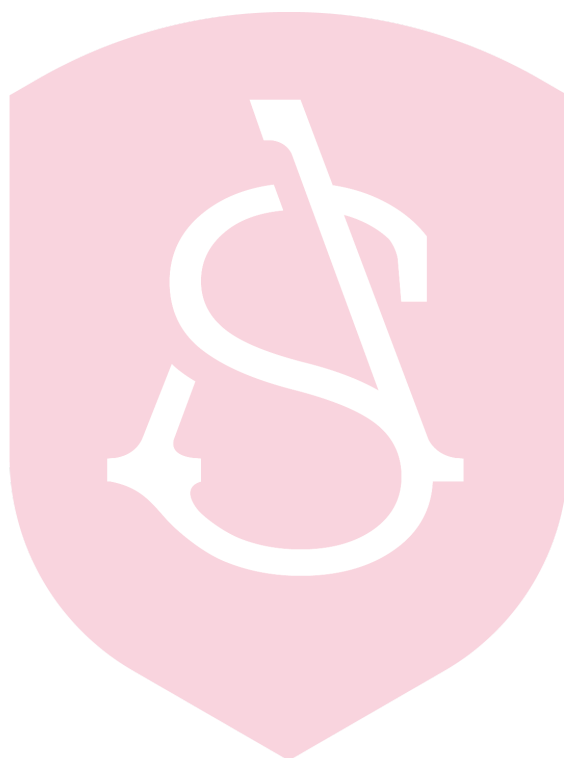
Version Control

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1. Definition of Terms

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, we are implementing Secure Lockable Phone Pouches for every student.

Mobile phones: refers to mobile phones and similar devices.

Secure Lockable Phone Pouches: A **secure lockable phone pouch** is a tamper-resistant, fabric bag designed to temporarily restrict access to a smartphone. It allows individuals to keep physical possession of their phones while preventing them from using the screen, camera, or buttons.

2. Rationale and Statutory Requirements

This policy meets the requirements of the Department of Education (DfE) non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

The rationale for this policy includes:

- 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
- All devices capable of communication (phones, smartwatches, earbuds, etc.)
- All areas of the school site and all off-site, school-organised activities

3. Scope

This policy refers to:

Parents/Carers	✓	Trustees	
Employees	✓	Volunteers	✓
Pupils/Students	✓	Visitors	✓
Governors	✓	Community	

3.1. Roles and Responsibilities

3.1.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy and address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

3.1.2 Volunteers

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

4. Principles

Academic research suggests that restricting phone use leads to reduced distractions, improves pupils' mental health, combats cyberbullying and increases academic focus.

Ashlawn School believes that our schools should be a mobile free environment.

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
- As students enter the school grounds, phones are to be placed inside and locked in the pouch.
- In the presence of their period 1 teacher, checks will be made to ensure the pouch is secure.
- The pouch remains on the student's person but cannot be opened until the end of the school day.
- At the end of the school day, students will unlock pouches using wall-mounted devices as they leave the site.
- If a student leaves school early, the pouch will be unlocked by reception staff.
- If a pouch is forgotten, then the student's phone must be left at Student Services.
- If a student claims they do not have a phone on their person, school staff reserve the right to request the student place their bag on a table for inspection and turn out their pockets. Furthermore, trained staff will conduct routine spot-checks using metal-detecting wands throughout the school day to ensure compliance.

Expectations of Key Stage 3 and Key Stage 4 Students

- If you bring your mobile phone, it must be placed in your pouch 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

Expectations of Key Stage 5 Students

- **Designated Zones:** Usage will only be permitted inside the Sixth Form Block (Study Hub, Private study areas), designated Sixth Form upper canteen area, and the Library
- **Devices:** includes mobile phones, smartwatches, ipods and headphones
- **“Never seen, never heard”:** Phones must only be used within designated Sixth Form zones and must be put away immediately when entering communal, whole-school spaces.
- **Lessons:** Phones must remain out of sight and off, unless a teacher explicitly allows them for learning

Expectations of Staff

- Enforce pouch use during the school day, including visual checks and supervised locking
- Conduct spot checks during the day if misuse is suspected
- Unlock pouches at the end of final lessons (if you hold an unlocking station)
- Report damage, missing pouches or misuse to the Key Stage Lead
- Keep your unlock station secure and inaccessible to students

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 to a pouch will be chargeable
- Use the school reception as the point of contact in emergencies – students are not contactable during the day

5. Policy Statement

To foster a distraction-free learning environment, maximise academic engagement, and safeguard student mental health, Ashlawn operates a strict "Not Seen, Not Heard, Not Used" mobile phone policy.

To facilitate this, the school utilises a secure, signal-blocking pouch system. This system allows students to retain physical possession of their phones while ensuring they cannot be accessed during the school day.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

6. Procedure

6.1 Use of mobile phones by staff

6.1.1 Details of staff usage of their personal and work mobile phones are documented in the TLET Staff Code of Conduct

6.2 Use of mobile phones by pupils

6.2.1 Details of student mobile phone usage are listed in the Principles section of this document. Any mobile phones which are not in a pouch will be removed from the student. Details of the sanctions are listed below.

6.2.2 Sanctions

Compliance with the mobile phone policy is to be viewed and used in conjunction with the behaviour policy. To ensure fairness and clarity, sanctions are divided into Category A (Standard Non-Compliance) and Category B (Deliberate Defiance or Malicious Actions).

Category A: Standard Non-Compliance

Applies to situations where a student has a phone on their person that is not secured in their assigned pouch (e.g., forgotten, unlocked, or failed check), without evidence of intentional bypass.

Offence Level	Sanction & Operational Action
First Offence	* Confiscation: The phone is confiscated for 24 hours and returned to the student from Student Services at the end of the next school day.
Second Offence	* Confiscation: The phone is confiscated and held securely. Parent collection required. Internal suspension may be used as a sanction based on a case review.
Third Offence & Persistent Non-Compliance	* Confiscation: The phone is confiscated and held securely. Parent collection required. Internal suspension is used as a sanction. Persistent non-compliance will be reviewed in line with the behaviour policy, and may lead to fixed-term suspension.

Category B: Deliberate Defiance & Malicious Actions

Applies to situations where a student actively attempts to subvert the policy, damage school property, or deliberately deceive staff.

Breach Type	Sanction & Operational Action
Attempting to Cheat the System <i>(e.g., bringing a dummy/second phone, using unauthorized magnets/unlock tools)</i>	* Confiscation: Phone is confiscated for 24 hours. Parent collection required. * Sanction: Immediate Internal Suspension. * Note: Depending on the severity or repetition, this may escalate to a Suspension (Fixed-Period).
Vandalism or Damage to Pouch <i>(e.g., cutting, burning, or forcing the pouch open)</i>	* Confiscation: Phone is confiscated for 24 hours. Parent collection required. * Sanction: Immediate Internal Suspension. * Financial Liability: Parents/carers are billed a £12 replacement fee before a new pouch is issued.

6.3 Loss, theft or damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored in an agreed safe space in a secure location.

Found phones should be returned to Student Services. The school will then attempt to contact the owner.

7. Monitoring

Emergencies

In an emergency, parents must contact school reception. If a student requires urgent contact with home, staff will facilitate this through appropriate channels.

Exceptions

Any required exceptions (e.g. for medical or SEN reasons) must be agreed in writing with the SENCO and Headteacher. These will be rare and handled discreetly.

Monitoring and Review

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

8. Related Documents

TLET Staff and Behaviour Code of Conduct
TLET AI Acceptable Use
TLET Disciplinary
Behaviour Policy
SEND Policy