St Peter's Catholic High School and Sixth Form Centre

Mobile Phone Policy

Approved by:	Full Governing Board
Last reviewed:	Term 2, November 2026
Next review:	Term 1, September 2027

1. Policy Overview

At St Peter's Catholic High School and Sixth Form Centre, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community. This policy sets out our expectations regarding student mobile phone use during the school day. Throughout this policy, 'mobile phones' refers to mobile phones and similar devices, including headphones and smartwatches where appropriate. 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.

1. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance (2026) and behaviour guidance (2024). Further guidance that should be considered alongside this policy is Keeping Children Safe in Education (2026).

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 where relevant

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
- As students enter school grounds, phones are to be placed inside and locked in the pouch.
- During Study period students will place their locked pouch on the desk along with their pencil case as part of the school's Ready2Learn checks.
- The pouch remains on the student's person but cannot be opened until the end of the school day
- At the end of the final lesson, students will unlock their pouches using the unlocking devices by the bike sheds, the bus bay or staff hand-held unlocking magnets
- If a student leaves school early, the pouch will be unlocked by reception staff
- If a pouch is forgotten, a temporary pouch will be issued, and usage monitored. The pouch must be returned to reception at the key stage 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 tutor time, including visual checks
- Enforce pouch use when greeting at the gates each morning.
- Conduct spot checks during the day if misuse is suspected
- Report damage, missing pouches or misuse to Head of Year.

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 to a pouch will be chargeable
- Use the school reception as the point of contact in emergencies – students are not contactable during the day
- Replace any damaged or vandalised pouch via the Parent Serve website

8. Breaches of Policy – Sanctions

Breach Type	**Sanction**
Phone not placed in pouch	Internal Isolation + After School Detention
Attempting to cheat system (e.g. 2nd phone, unlock tools)	External suspension
Vandalism or damage to pouch	Internal Isolation + parental charge + After School Detention
Refusal to hand over phone	External suspension + student banned form bringing phone into school
Persistent non-compliance	Escalating sanctions

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 Headteacher. These will be rare and handled discreetly.

11. Use of smartwatches by pupils

Smartwatches that allow communication or internet access are treated in the same way as mobile phones under this policy. Smartwatches must not be used during the school day and should remain out of sight.

12. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and stored securely in the pouches during the school day. 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 securely in the Reception Office. Lost phones should be handed to the school office.

13. Use of mobile phones by staff

13.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present. There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance:

- Emergency contact by their child or their child's school
- In the case of acutely ill dependents or family members

The Headteacher will decide on a case-by-case basis whether to allow special arrangements. If special arrangements are not deemed necessary, school staff can use the school office as a point of emergency contact.

13.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence tools. Staff should follow the school's Data Protection and ICT Acceptable Use Policies.

13.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including through social media or messaging apps.
Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. School equipment must be used instead.

13.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner
- Not use their phones to take photographs or recordings of pupils
- Refrain from using their phones to contact parents/carers directly unless authorised

14. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers must adhere to this policy as it relates to staff if they are on the school site during the school day. This means:

- Not taking pictures or recordings of pupils unless authorised

- Using photographs or recordings for personal use only

- Not using phones in lessons or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day.

15. Monitoring and Review

This policy will be monitored by the Senior Leadership Team and reviewed annually by the governors or in response to updated DfE guidance. The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils

- Feedback from staff

- Records of behaviour and safeguarding incidents

- Relevant advice from the Department for Education and local authority