



Mobile Phone Policy

Issue No	Author/ Owner	Date Written/ Reviewed	To governors for information	Comments
1	JN	July 2016		
2	PS	September 2022	21 September 2022	
3	WP	March 2026	25 March 2026	Updated with mobile phone pouch guidance

Policy overview

Backwell School recognises the benefits of new technologies and acknowledges its responsibility to promote their safe and effective use. This policy has been updated in conjunction with the latest [Government guidance](#).

All students in Years 7–11 are required to place their mobile phones in a designated phone pouch during their morning tutorial session. The pouch must remain secured and stored in the student's bag from 08:45 until the end of the school day at 3:10 pm.

Mobile phones must remain secured in the pouch for the entire school day and must not be accessed during this time.

Sixth Form Students

Sixth Form students may only use mobile devices and earphones within designated areas, including the Sixth Form Common Room, the surrounding Sixth Form area, and private study spaces such as the library.

Mobile phones may also be used during lessons by Sixth Form students if permission is given by the teacher and their use is required for learning.

School rule

Students in Years 7 to 11 must place their mobile phones in their mobile phone pouch at the start of morning tutor time or assembly. Phones will remain in the pouch until the end of period 6 when they will be unlocked upon leaving the lesson, or until the student leaves the school site for an approved reason.

Morning routine during tutorial

1. Student enters their tutor room and switches their mobile phone off
2. Student puts their mobile phone and their pouch on their desk
3. Teacher checks the mobile phone and pouch are on the desk

4. Student puts the mobile phone in the pouch and clips it shut
5. Student will turn their pouch upside down to show their pouch is now locked
6. Student puts their pouch in their bag

When the students have an assembly at the start of the day, they will lock their phone in their pouch on entering the assembly hall. This will be checked by the Head of House and tutor.

If the student has forgotten their pouch, they are sent to the BSR where they will leave their phone for the day. They will collect it at 15:10.

End of the day routine: unlocking at the end of period 6

An unlocking station is available in every classroom. At the end of Period 6, teachers will dismiss students in an orderly manner to unlock their pouches before leaving the classroom.

Damaged Pouch

If a pupil deliberately damages their pouch they will be required to purchase a replacement from the school at a cost of £20.

Examples of deliberate damage are:

- Ripped fabric
- Cut
- Torn
- Bent/cut pin
- Signs of force to button
- Pouch opens without unlocking station

In the case of accidental damage students will notify the school (e.g. their tutor) immediately explaining what happened. If any damage is spotted at a pouch check it will be considered deliberate unless the pupil has raised it previously.

The pouches are covered by a five-year warranty and are designed to last at least this long under normal wear and tear. If a pouch fails due to a manufacturing fault, the cost of the replacement will be refunded to the parent/carer by the supplier.

Spot Checks

The Senior Leadership Team (SLT) and Pastoral Team will carry out routine and spot checks throughout the school day to ensure that pouches have not been tampered with and that students' phones remain securely locked inside. If a student refuses to take part in a routine or spot check, it will be treated as a breach of the mobile phone policy and sanctions will be applied accordingly (see below).

Sanctions

Deliberate damage to pouch:

- Internal suspension for up to 1 day in the BSR

Phone found in a pupil's possession outside of a pouch:

- Phone confiscated and must be collected by a parent/carer

- Internal suspension for up to 1 day in the BSR in the first instance. If the phone is found after lunch this sanction will include a double detention the following day during lunchtime.
- Repeated offences will result in external suspension being used for persistent breaches of the school behaviour policy

Refusal to hand phone over or complete a phone related sanction:

- External suspension for 1 day in the first instance

Refusal to participate in a spot check:

- External suspension for 1 day in the first instance

Home School Communication

- Parents and guardians should contact the school, via telephone, if they need to deliver an important message to their child
- Students who need to contact home can do so in the following ways:
 - Via Student Services during social time
 - Students should not contact their parents directly if they feel unwell. They should report immediately to Student Services. Our trained first aiders will then decide if the child is too ill to remain in school

The use of mobile phones outside the school day

The use of mobile phones by pupils on residential trips or on trips that take place outside the normal school day will be determined according to the nature of the trip. This will be clearly communicated to parents and carers in advance. Any decisions made will ensure that pupils' educational experiences are not disrupted by the presence or use of mobile phones.

Exempt Students

There will be students exempt from this policy. These are students with specific need for example a medical condition that requires access to the mobile phone during the school day.

Staff

Staff should model responsible use of mobile phones in the presence of pupils. This includes during lessons or for personal use.

Will Penny - Headteacher

March 2026