



# Mobile Phone Policy

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Last Approved by: Mrs J Griffiths, Headteacher Next Review Date: May 2027

Person responsible for the monitoring, evaluation and implementation of this document:

Mrs J Griffiths, Headteacher

## 1 .Background

At Alder Grange School, we're committed to creating a learning environment where every student can thrive. Our young people are growing up in an increasingly complex world, living their lives on and offline. This presents many exciting opportunities - but also academic, emotional and social challenges, so this policy aims to mitigate risks like classroom disruption, bullying, and negative impacts on mental health. Our goal is to promote a focused and distraction-free learning environment whilst encouraging responsible use of technology. To support this, we have introduced a mobile phone policy that incorporates the Yondr programme <https://www.veryondr.com/>.

We believe that every student deserves the chance to experience a phone-free education. Yondr pouches provide a simple and secure way of supporting this approach across our school. This approach provides a balanced solution, ensuring young people retain possession of their phones while minimising distractions during school hours. The pouch helps foster social interaction, improve focus on learning, teaching pupils the benefits of a phone-free environment all while maintaining communication for families during travel to and from school.

### 1.1 The Role of Staff

Staff are expected to model the policy by not using their personal mobile phones in front of pupils during the school day, though they may use devices for professional duties like multi-factor authentication or issuing rewards.

## 2. Student Phone Policy & Guidelines

**Our school is a phone-free community.** Each student will be assigned a personal Yondr Pouch and they are responsible for bringing it to school daily and keeping it in good working condition. **Phones and all smart technology (including smartwatches & airpods) with similar functionality to mobile phones, will be secured in the pouch upon arrival and remain there until the end of the school day.**

### Daily Process

Upon arrival, students will:

- 1) Turn their phone off.
- 2) Place their phone and any wearable technology inside their Yondr pouch and lock it **in the presence of school staff.**
- 3) Keep the pouched phone with them throughout the school day, and store it in their bag.

At the end of the school day, students will unlock their pouch, retrieve their phone and tech, and re-close the pouch to protect the locking mechanism from damage. Pouches must be brought to and from school each day.

**Note:** Students arriving late or leaving early must pouch or un-pouch their phones at the Late Door or the Main Reception

### **Sixth Form Students.**

While Sixth Form Students have limited access in designated areas (social spaces), they are strictly prohibited from using phones in front of younger pupils

## **3.Procedures and Sanctions**

### **Late Arrivals/Early Dismissals**

Students arriving late or leaving early must pouch or un-pouch their phones and wearable tech at the main school reception.

### **Forgotten Pouches**

If a student forgets their pouch, their phone will be collected and securely stored in the office until the end of the day. Parents/carers will be contacted and reminded of the procedures. Repeated instances will result in the pouch being treated as lost and a replacement fee of £15 will be charged.

### **Phone Use During the School Day**

If a student is found in possession of a phone **outside of their pouch** on school site, the phone will be confiscated and stored in the main office. It will be returned once collected by a parent or carer. This will result in a **suspension** for the pupil.

If a phone is not switched off and is heard from inside the pouch, the phone and pouch will be confiscated and an appropriate sanction will be issued.

Bag searches may be conducted if teachers have concerns that a student has a mobile device on them that hasn't been secured into their pouch.

The Headteacher and authorised staff have a statutory power to search pupils and their possessions if they have reasonable grounds to suspect a pupil is carrying a prohibited item (a phone outside a pouch).

### **Online Safety Access**

Pupils will be granted temporary access to their phones if needed to provide evidence to a teacher regarding online safety concerns or bullying.

## Damaged Pouches

Any attempt to tamper with the Yondr system, including use or possession of high-strength magnets will be treated as a **serious offence**, potentially resulting in a **replacement fee of £15**, confiscation of the device until a parent/guardian picks it up and suspension.

If accidental damage occurs, students must report it immediately. If damage is discovered during checks and has not been reported, it may be considered **intentional**.

The following may indicate intentional damage:

- ❖ Ripped or cut fabric
- ❖ Bent or cut pin
- ❖ Signs of force to the black locking mechanism
- ❖ Pen marks inside the pouch
- ❖ Pouch opening without a station
- ❖ Scuff marks on the black ball



The pouch should not be used as a replacement for a protective case and/or screen protector on a mobile device.

## Policy Communication

The policy and its sanctions will be formally communicated to all pupils at the start of every school year and at regular intervals to ensure expectations remain transparent

## 4. Emergencies and Safeguarding

### Communications During the School Day

The school encourages parents to reinforce the policy at home by discussing the risks of social media and the benefits of being mobile-free.

Parents/ carers who need to contact their child during the school day should do so via the **school office** on **01706223171**. We will then pass this message onto your child.

Should a pupil need to contact a parent or carer urgently then they should go to the school office/student services and request a call home.

## Medical Conditions or Inclusion & Adjustments

The school will make reasonable adjustments under the Equality Act 2010 for disabled pupils

and flexibility will be considered for pupils with exceptional circumstances.

Students who require access to their mobile devices for specific medical purposes will be provided with a medical pouch. These medical conditions include but are not limited to: Diabetes type 1, medical implants and the use of pacemakers.

### **Emergency Procedures**

In an emergency, the priority is for students to follow school safety procedures under staff guidance. Unauthorised phone use during such situations may:

- Delay emergency responses
- Spread misinformation
- Put students and staff at increased risk
- Disrupt coordinated safeguarding measures

Emergency communications will be managed through the school.

### **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 the school office, in a sealed envelope, until collected by pupil or parent/carer.

The school does not accept any responsibility for loss of or damage to any confiscated items