

## APPENDIX F of Behaviour Policy: Mobile phone use

In line with DfE guidance published in February 2026, mobile phone use will be restricted in the following ways:

### A – E Year

Any student wishing to bring a mobile phone on to the site must place their phone **in a lockable pouch**, provided by the college, for the duration of the college day, between the hours of 8:40am - 3:15pm. Additionally, headphones will also not be allowed in college during social time or lesson changeovers.

Students can continue to have their phones travelling to and from school, though obviously they must use them appropriately and not to cause harm to anyone else.

### 6<sup>th</sup> Form

In line with the DfE guidance, students in the 6<sup>th</sup> Form will be trusted to keep their phone on their person during the college day. They are allowed to use them :

- in 6<sup>th</sup> Form building at all times
- in lessons under teacher guidance
- library during study periods
- dining room (if used as a study space)
- to exit the building using the Paxton Key.

### Exemptions

Students who use their phone to help manage their medical condition, such as diabetes, will be allowed to keep their phone with them and use their phone explicitly for this purpose. There will be a medical pouch provided they must use. To qualify for this exemption, students would need to meet the threshold set by JCQ for a student to have access to a phone during a public exam.

For an interim period whilst we investigate an alternative model, students of GCSE Photography will be allowed to access their phones in those lessons.

### Sanctions

Anyone who fails to follow the rule will be placed in an after-college detention.

If it is believed it is a deliberate attempt to circumvent the clear directive on phone use, it will be treated very seriously. In line with our behaviour policy, such defiance may result in a suspension. This includes:

- Hiding a phone in a bag or pocket
- Providing a spare phone / other item for the pouch
- Damaging the pouch deliberately

## **FAQs on new policy and procedures: Students**

What do I do if I have a medical appointment?	You will be able to unlock your phone when you sign out at the office or at an unlocking station outside. When you return, you need to have locked your pouch before you enter the building.
I forgot my pouch. What do I do?	You will need to sign out a spare pouch for a first offence. Any subsequent occasions will result in a detention.
What if my bus is late and I arrive after 8:40?	Make sure you have locked your pouch before you enter the building.
Can I use it on a fixture?	Yes
Can I use my phone after college if I'm staying for a club or House event?	Yes
Can I use it on a trip?	Yes, the Trip Leader will set out the rules that are appropriate for the event.
How will I know my timetable?	We will give you a paper copy of your timetable and a planner for you to write your timetable in. You will also be able to access the Satchel One app at home to pack your bag correctly.
Can my pouch be in my pocket?	No, it must be in your bag or placed in your locker before tutor.
I get stressed, and I use my phone to calm down / listen to music. Will I be allowed to use it then?	No, the guidance from the government is very clear that using a phone in this way is not appropriate in a school setting. Headphones of any kind are also banned during the college day.
How will I contact my parents during the day?	If there is a genuine need for you to contact your parents during the college day, you will need to go to the college office. This does not include asking the office to ring home as you have forgotten your equipment / have a low lunch balance.
My homework is on my phone, can I get my phone unlocked to show it to my teacher?	No, this will be treated as any other homework not handed in on time. You will need to have uploaded any documents to your onedrive ahead of deadlines.
I use my phone a lot in lessons to take photos etc. What will I do now?	Your teachers will plan activities and use alternative teaching methods to support your learning.
What if my pouch breaks?	Pouches are provided and paid for by the college. If the damage is deliberate, a serious sanction will follow. If it is faulty, it will be replaced.
What if I forgot to put my phone in the pouch?	You will receive an after-college detention.

What happens if the school has to close early?

As part of any emergency procedures around closure, you would be able to unlock your pouch to ring home to make travel arrangements.

## **FAQs on new policy and procedures: Parents**

What if my child has a medical appointment?	They will be able to unlock their phone when they sign out at the office or at an unlocking station outside. When they return, they need to have locked their pouch before they enter the building.
My child forgot their pouch. What should they do?	They will need to sign out a spare pouch for a first offence. Any subsequent occasions will result in a detention.
What if their bus is late and they arrive after 8:40?	They need to make sure they have locked their pouch before they enter the building.
Can they use it on a fixture?	Yes
Can they use my phone after college if they're staying for a club or House event?	Yes
Can they use it on a trip?	Yes, the Trip Leader will set out the rules that are appropriate for the event
How will they know my timetable?	They will be given a paper copy of their timetable and a planner for them to write their timetable in. They will also be able to access the Satchel One app at home to pack their bag correctly.
Can their pouch be in their pocket?	No, it must be in their bag or placed in their locker before tutor.
My child gets stressed, uses their phone to calm down / listen to music. Will they be allowed to use it then?	No, the guidance from the government is very clear that using a phone in this way is not appropriate in a school setting. Headphones of any kind are also banned during the college day.
How will I contact my child during the day?	If there is a need for you to contact your child during the college day, please ring the college office.
What if their homework is on their phone? Can the phone be unlocked to show it to their teacher?	No, this will be treated as any other homework not handed in on time They will need to have uploaded any documents to their onedrive ahead of deadlines.
My child uses their phone a lot in lessons to take photos etc. What will they do now?	Their teachers will plan activities and use alternative teaching methods to support their learning.
What if their pouch breaks?	Pouches are provided and paid for by the college. If the damage is deliberate, a serious sanction will follow. If it is faulty, it will be replaced.

What happens if the school has to close early?	As part of any emergency procedures around closure, they would be able to unlock their pouch to ring home to make travel arrangements.
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### **Use of the Satchel app**

Students will continue to have homework set via the Satchel app or via the web browser.

They will continue to have access to their behaviour, detention and attendance record and progress reports.

We recommend parents support students in developing a routine the night before to check they have the right equipment for the day and that they have completed homework tasks.

Students will still be able to complete homework that use apps / browser such as Seneca and Sparx Maths.

### **Use of Office 365**

Students still have access to the college network and their work via Office 365 and the Foldr app. Instructions on how to upload work are included in their planner.

### **Notices**

Students should still check their Satchel app the night before, but all notices will be delivered in tutor time.

### **Detentions**

If a detention is set for the same day, a student can write a reminder in their planner.

If set for another day, they can check Satchel the night before and write a reminder in their planner.

Parents will still receive notice of all detentions to make necessary arrangements.