



Manor High School

Excellence – Inspiration – Resilience – Respect

Mobile Phone and Smart Device Policy

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1. Policy Phone and Smart Device Policy

At Manor High School we are committed to providing a safe, calm and purposeful learning environment where all students can concentrate fully on their education and personal development. To support this, all students are required to place their mobile phones and other personal communication devices into a school-approved locking pouch at the start of each school day.

The school recognises that many families wish their child to carry a mobile phone when travelling to and from school. However, mobile phones must not be used during the school day unless specifically authorised by a member of staff.

This policy applies to all students in Years 7 to 11.

In addition, the expectation for staff, visitors and contractors is that mobile phones are used only in an emergency and never used in areas shared with students.

The school will ensure this policy does not disproportionately disadvantage any protected groups. The policy will be implemented with reasonable adjustments for students with disabilities and those from low-income households. Any charges will be waived or reduced where appropriate following a pastoral/family review.

2. Aims

The policy aims to:

- Maximise learning time and minimise distractions.
- Improve student focus, concentration and academic outcomes.
- Promote positive social interaction during breaktimes and lunchtimes.
- Reduce incidents involving cyberbullying, online conflict and inappropriate use of technology.
- Safeguard students and staff from unauthorised photography, filming or recording.

3. Daily Procedure

Arrival at School

Pouches must remain locked from the start of the school day until dismissal. Students must place their pouches in their bag or on their person as directed by staff and must not leave pouches unattended. Staff will carry out spot checks; any student found with an unlocked device will be subject to the sanctions outlined

below. Students must not use devices to circumvent the system (e.g. wearable tech providing phone functions or alternative internet-enabled devices).

During the School Day

- Pouches must remain locked from the start of the school day until dismissal.
- Phones must not be removed from pouches at any time during lessons, breaktimes, lunchtimes, enrichment activities, assemblies or movement around the school site.
- Students must not attempt to tamper with, damage or force open the pouch. If the pouch is damaged the school will issue a charge of £10. Sanctions will also be issued.

End of Day

At dismissal, students will access designated unlocking stations where their pouches will be unlocked before leaving the school site. Reception and other pastoral staff are also able to unlock devices when appropriate.

In addition, there is an unlocked locking station near the school gates that is accessible after school should any student have forgotten to unlock their pouch.

Students may then use their phones once they have left the school grounds.

4. Exceptional Circumstances

A member of the Senior Leadership Team may authorise access to a phone during the school day in exceptional circumstances, including:

- Medical needs.
- Specific safeguarding requirements.
- Approved educational activities.
- Emergencies determined by school staff.

Where possible, alternative arrangements will be made to avoid disruption to learning.

5. Communication with Parents and Carers

Parents and carers who need to contact their child during the school day should do so through the school reception.

Students who need to contact a parent or carer during the day must seek permission from a member of staff and use school communication facilities where appropriate.

Messages will be passed on promptly in cases of urgency.

6. School Trips and Off-Site Activities

Trip leaders will set clear rules about device usage prior to departure; these rules must reflect safeguarding considerations and the educational intent of the visit. If devices are permitted for safety/communication, they must be used only for agreed purposes. Where devices are used for educational tasks, staff must ensure appropriate supervision and data privacy arrangements. For residential visits, storage and charging arrangements will be specified in the trip brief.

7. Loss, Theft and Damage

Students bring devices at their own risk. The school will not accept liability for loss, theft or damage. The school will, however, log incidents of theft/loss and investigate where appropriate; police will be informed when there is evidence of criminal activity. Parents/carers are strongly advised to ensure devices are insured and to record IMEI/serial numbers. The school will support investigations and provide CCTV evidence where available and lawful to do so.

8. Pouch Care and Responsibility

Students are responsible for:

- Bringing their pouch to school every day.
- Looking after the pouch.
- Ensuring the pouch remains in good condition.

A £10 charge will be applied where damage is deliberate or through negligence; disputes may be reviewed by pastoral leaders. The school's decision on whether damage is deliberate will be final. Replacement costs for lost pouches will be set and communicated annually.

Should a student forget their pouch, then they should leave their phone at School Reception in the morning where it will be securely stored and returned at the end of the school day.

If payment for a replacement pouch is not made the school will evaluate the situation with regard to PP or FSM status. Should it be deemed that the charge should be paid and is not, then the student will be required to hand their pouch to reception or a pastoral leader daily. Should they refuse to do so the sanctions listed in this policy will apply.

9. Breaches of the Policy

Examples of breaches include:

- Possessing an unlocked phone during the school day.
- Using a phone on the school site without permission.
- Tampering with or damaging a pouch.
- Attempting to unlock a pouch without authorisation.
- Not bringing the pouch to school.
- Using alternative devices to circumvent the policy.

Sanctions

Sanctions will be restorative and proportionate. In addition to the sanctions listed, staff will use restorative conversations to address harm caused by misuse (e.g., cyberbullying, unauthorised recordings). Records of incidents will include restorative actions, and repeat misuse will trigger a parental meeting and a plan to address underlying causes (e.g., through pastoral support or SEND adjustments).

Sanctions may include:

First Incident

- Device confiscated until the end of the day.
- Recorded on the school's behaviour system.

Repeated Incidents

- Parental contact.
- Behaviour sanctions in line with the school's behaviour policy.
- Temporary confiscation of the device.

- Requirement for daily device checks.

Serious Incidents

- Internal suspension or other sanctions in line with school behaviour procedures.
- Further action where safeguarding concerns arise.

10. Searching and Confiscation

Searching, reviewing and confiscation of electronic devices will be carried out in line with statutory guidance (DfE guidance on screening, searching and confiscation, and on searching electronic devices) and our Safeguarding policy. Staff must never search phones without a senior leader's authorisation and then only in the most urgent of safeguarding circumstances. If there is reasonable suspicion that a device contains indecent images, extremist material or content posing safeguarding risks, staff must secure the device and hand it to a DSL who will evaluate the next steps required. Where an illegal offence is suspected, the police will be contacted and evidence preserved.

11. Students with Medical Needs

Reasonable adjustments will be made for students with medical needs or other circumstances where access to technology forms part of an agreed support plan. Any medical need will be fully documented in a plan that states precise access arrangements, monitoring, data security considerations and review dates.

Any exemptions must be approved by the Headteacher.

12. Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governing Body to ensure its effectiveness and alignment with current guidance and school priorities and as needed following any significant incidents. The review will include monitoring of: number and type of incidents (misuse/confiscations/searches), safeguarding referrals linked to devices, impact on behaviour/learning measured through behaviour logs and staff/student/parental feedback. The policy will be amended where evidence suggests a change is required to improve safeguarding, inclusion or learning outcomes.

It will be published on the school website and communicated to parents/carers and students annually. Information about the pouch system, replacement costs and exemptions will be included in the new-student induction pack and at Year 7

transition. Parents/carers will be reminded of the correct channels to contact the school in an emergency and of arrangements for urgent parental contact with students during the school day.

Key Message to Students

"Your mobile phone is welcome in school, but it is not part of the school day. By keeping phones secured in pouches, we create a calm, respectful and distraction-free environment where everyone can learn, thrive and succeed."