

Mobile Phone Pouch Protocol

1. Core Principle & Objective

Our academy is a dedicated space for learning, social development, and mental well-being. To minimise distractions, reduce cyberbullying, and encourage face-to-face interaction, our academy operates a "**Not Seen, Not Heard, Not Used**" mobile device policy.

The mobile phone pouch system ensures that students maintain possession of their property while eliminating the temptation of digital distractions during the school day.

2. Daily Routine & Procedures

Morning Arrival: The "Locking" Routine

- **Expectation:** Upon entering the school gates, all students must turn off their mobile phones and any connected smartwatches.
- **The Action:** Students place their devices inside their assigned, personalised phone pouch.
- **The Lock:** Pouches are securely locked by closing the pouch and pressing the button to lock.
- **Storage:** Students keep their locked pouches in their school bags or inside blazer pockets throughout the day. The pouch remains the student's responsibility.

End of Day: The "Unlocking" Routine

- **The Action:** At the final dismissal, students queue at designated unlocking stations located near the main exits.
- **The Unlock:** Students tap their pouch against the magnetic unlocking base to open it and retrieve their device.
- **Pouch Care:** Pouches must be placed back into school bags immediately, ready for the next day. They should not be taken out at home unless necessary.

Sixth Form: Use of mobile phones and personal electronic devices

- **Expectation:** Students have access to academy laptops and PCs in Sixth Form Study rooms, this includes during free periods. This enables students to complete school work safely and with restrictions online through our LGFL filtering system.
- **Exception:** Students are permitted to use mobile devices in Sixth Form Study where a member of staff will be present at all times. Pouches will be opened in the classroom and sealed again upon exiting the room.
- **Exiting and entering the academy throughout the day:** Students who leave the academy site can unlock the pouches by the devices fixed outside Bede Reception. Students are expected to follow the locking routine when re-entering the academy.

3. Scope: What is Restricted?

The pouch requirement applies to all students in Years 7 through 13 during standard school hours, including break times and lunchtimes.

Restricted Devices	Allowed Alternatives
Smartphones and basic mobile phones	Traditional analog or digital watches
Smartwatches (Apple Watch, Garmin, etc.)	Medical monitoring devices (e.g. Dexcom for diabetes monitoring—requires an official medical exemption pass)
Wireless earbuds/headphones (Air Pods, etc.)	Wired headphones explicitly requested by a teacher for a specific lesson activity

4. Exceptions & Special Circumstances

Medical Exemptions

Students who require their phones to monitor medical conditions (e.g., blood glucose levels) will be issued a **Medical Pouch**

- The phone may remain in the pouch checked only for medical tracking.
- Abuse of this privilege (e.g. texting or social media) will result in a review of the accommodation with parents/carers.

School Trips and Fixtures

For off-site educational visits or sports fixtures, the Trip Leader will dictate the phone policy. If phones are permitted for safety during travel, pouches will be unlocked prior to departure and relocked upon return to academy if within school hours.

5. Non-Compliance & Sanctions

To ensure the policy is respected, a clear step-by-step consequence framework is essential.

Sanctions

If a student is seen with a personal mobile electronic device in the academy that is not in a secured pouch:

- The personal mobile electronic device will be confiscated for a minimum of 48 hours. Parents/carers will be notified.
- If the student does not hand over their personal mobile electronic device straight away, or argues with the member of staff, it will be confiscated for a longer period.
- Personal mobile electronic devices confiscated in this way will not be returned to students.

A SLT detention of 1.5 hours will be sanctioned

Persistent breaches of the policy

Each confiscation will be logged on Arbor (the academy's database system) and repeated breaking of this academy rule will constitute **continued and persistent breaking of academy rules** and be subject to further sanctions in accordance with the Behaviour and Discipline Policy. Parents/carers will be expected to collect the personal mobile electronic devices from the academy.

Damaging or Tampering with the Pouch

Pouches are academy property loaned to the student.

- If a student intentionally damages, cuts, or uses a magnet to tamper with a pouch, they will be issued an immediate behaviour sanction.
- **Replacement Cost:** Parents/carers will be invoiced for the replacement cost of the pouch of £25

Students who forget their Pouch

- Students who forget their pouch must report to Bede Office during morning registration.
- Students will be loaned a red pouch for the duration of the day and will report back to Bede Office at the end of the day to unlock and return the pouch.
- Repeatedly forgetting the pouch (more than 3 times a term) will trigger a parental meeting.

6. Communication & Partnership with Parents

- **Emergency Contact:** Parents must not try to contact their children directly via mobile phone during the school day. In an emergency, parents must call the Main School Office, and a message will be passed on, or the student will be brought down immediately.
- **Student Emergencies:** If a student needs to contact home, they may request to use the school landline at break or lunch through their Head of Year.