

Mobile Phone Free Policy (Pupils)

**Review Date**

May 2026

Ratified

June 2026

Next Review Date

May 2027

Responsible Directorate

Safeguarding & Inclusion

About ATT

Our Values



ATT2030 sets a values-driven culture that is explicit about how we work and lead:

Belonging & Becoming: we meet each child where they are and refuse to leave them there - giving them both roots and wings.

Integrity & Excellence: we act ethically, celebrate excellence, and pursue high standards in all that we do.

High Trust, High Accountability: decision-making sits close to students and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people - students and adults - that we are forming:

Capable: equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.

Competent: possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.

Confident: feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.

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1.0 Purpose of The Policy

- 1.1 Academy Transformation Trust (ATT) is committed to creating calm, purposeful, inclusive and safe learning environments where all students can thrive academically, socially and emotionally. This policy supports ATT's commitment to promoting a healthier, more balanced childhood. Reducing access to mobile technology during the academy day creates space for students to develop strong social skills, spoken communication and positive relationships, while supporting emotional wellbeing. An intentionally more offline school day enables students to engage fully with learning, peers and adults, and to develop confidence in face-to-face interaction.
- 1.2 This policy sets out ATT's trust-wide position on the use of mobile phones and other personal electronic communication devices during the school day, including the use of secure storage systems such as mobile phone pouches where these are used.
- 1.3 The core principles underpinning ATT's mobile free policy are that:
- Learning, wellbeing and positive relationships are best supported when students are free from the distractions of mobile technology during the school day.
 - Academies should provide students with a genuine and consistent break from online pressures, social media and constant notifications.
 - A mobile free policy promotes equality, safeguarding and positive school culture, reducing opportunities for bullying, filming, online conflict and misuse of technology.
 - Clear, consistent expectations across all academies support students, families and staff.
- 1.4 This approach aligns with the Department for Education's non-statutory guidance 'Mobile Phones in Schools', which strongly encourages schools to prohibit the use of mobile phones throughout the school day, including during break and lunchtimes.
- 1.5 This policy should be read in alongside:
- The Behaviour Policy
 - The Safeguarding and Child Protection Policy
 - The SEND Policy
 - The ICT Policy

2.0 Scope of the Policy

- 2.1 This policy applies to:
- All students on roll at ATT academies, unless a specific agreed exemption applies.
 - All mobile phones and personal electronic communication devices, including smartwatches, earbuds, headphones and any device capable of sending or receiving messages or accessing the internet.
 - All areas of the academy site, including classrooms, corridors, communal areas, toilets, playgrounds and outdoor spaces.
 - The entire academy day, including arrival, lesson time, break times, lunchtimes and movement between lessons. This includes when remaining on the academy site after normal hours, until departure.

- 2.2 Each academy will implement this policy through agreed local procedures that reflect academy context while remaining compliant with this trust framework.

3.0 Roles and Responsibilities

- 3.1 Clear roles and responsibilities support consistent implementation of this policy across all ATT academies.

The Principal

- 3.2 The Principal is responsible for:
- Ensuring the effective implementation of this policy within their academy.
 - Establishing clear local procedures, including the use of mobile phone pouches where applicable.
 - Ensuring alignment with the academy Behaviour Policy and safeguarding arrangements.
 - Providing leadership, training and support so that staff apply the policy consistently and proportionately.
 - Monitoring compliance and addressing issues that arise.

Academy and Trust Leaders

- 3.3 Leaders are responsible for:
- Supporting staff to understand and apply the policy confidently.
 - Ensuring routines and expectations are clear to students and families.
 - Monitoring patterns of non-compliance and addressing these through behaviour systems and pastoral support.
 - Ensuring reasonable adjustments and exemptions are identified, recorded and reviewed appropriately.

All Staff

- 3.4 All staff are responsible for:
- Upholding and modelling the expectations set out in this policy.
 - Applying procedures consistently and fairly.
 - Challenging non-compliance calmly and in line with the Behaviour Policy.
 - Reporting concerns, including safeguarding or repeated non-compliance, through appropriate channels.

Students

- 3.5 Students are responsible for:
- Complying with the mobile free policy throughout the school day, including ensuring they do not use, display or access mobile phones or other personal electronic communication devices at any point during the academy day.
 - Securing devices in accordance with academy procedures, including where pouches are used.
 - Where used, bringing their mobile pouch to school every day and using it correctly.
 - Taking care of any secure storage equipment issued to them.

- Following reasonable instructions from staff.

Parents and Carers

3.6 Parents and carers are responsible for:

- Supporting the academy's mobile phone expectations.
- Ensuring students understand and comply with the policy.
- Contacting the academy directly during the school day if communication is required.
- Raising any exceptional needs or concerns with the academy in advance.
- Replacing lost or deliberately damaged storage equipment.

4.0 Use of Mobile Phone Pouches

4.1 To support a consistent and practical implementation of a mobile free policy, academies may use mobile phone pouches or a similar secure storage system.

4.2 Where pouches are used:

- Students who bring a mobile phone or other personal electronic communication device to the academy will be required to secure it in their assigned pouch at the start of the school day.
- Devices remain in the sealed pouch for the duration of the school day and are not accessed by students until the end of the day, in line with academy procedures.
- Pouches remain with students throughout the day and are opened only at designated unlocking points operated by academy staff.
- Students are expected to bring their pouch to the academy each day and to keep it in good condition.

4.3 Pouches are a safeguarding and behaviour-support measure. Attempts to bypass, damage or misuse the pouch undermine the integrity of the policy and will be treated as a breach of academy expectations.

5.0 Exceptions and Reasonable Adjustments

5.1 Use ATT recognises that a small number of students may require reasonable adjustments or exemptions. Examples may include students with medical needs where a mobile device is required to support health monitoring.

5.2 Exceptional individual circumstances must be agreed with the academy. Any parent or carer wishing to request adjustments for exceptional individual circumstances should contact the academy.

5.3 Any exception will:

- Be agreed in advance with the academy.
- Be documented and regularly reviewed.
- Include clear boundaries around when and how a device may be used.

- 5.4 Sixth form arrangements, where applicable, will be set locally and communicated clearly, ensuring that provision does not undermine the mobile free policy for younger students.

6.0 Safeguarding and Emergency Communication

- 6.1 Parents and carers should contact the academy directly via the school office in the event of an emergency or urgent message.
- 6.2 Where there is a need for a student to contact home, they should speak to a staff member at an appropriate time, for example a break or lunch time.
- 6.3 Academies will follow established safeguarding and emergency procedures at all times.

7.0 Consequences for Non-Compliance

- 7.1 Failure to comply with this policy will be managed in line with the academy's Behaviour Policy.
- 7.2 The particular level of consequence will depend on the severity and regularity of the behaviour and will be proportionate in the circumstances.
- 7.3 A response to behaviour may have various purposes including deterrence, protection and/or improvement. The academy uses a range of consequences in response to incidents of poor behaviour. Consequences are meaningful, and relate to the outcome that is required, they are linked to the behaviour and not the child. Consequences often focus on education, support and prevention of future undesired behaviours.
- 7.4 Behaviour is considered a communication of need and support will be sourced to support students to make the right choices.
- 7.5 General behavioural consequences may include:
- Verbal reprimand
 - Regular reporting including early morning reporting or being placed "on report" for behaviour monitoring
 - The setting of written tasks as reflection of behaviour and choices
 - Reflection time (detention)
 - A Restorative conversation
 - Loss of social time
 - A written apology
 - Confiscation of the device and/or pouch for a period deemed proportionate.
 - Academy-based community service or imposition of a task to take responsibility for actions, although this must not be done in a way that is humiliating, such as picking up litter, weeding academy grounds; tidying a classroom; helping clear up the dining hall after meal times; or removing graffiti
 - Loss of privileges – for instance the loss of a responsibility or not being able to participate in a non-uniform day or other extra-curricular academy events such as sports day or prom
 - Internal suspension – removal from classes or group

- Education off-site for a designated period
- Suspension or permanent exclusion

Specific sanctions related to non-compliance with the Mobile Phone Policy can be found in Appendix 1.

- 7.6 Deliberate damage to equipment or misuse of devices will be treated as a breach of behaviour expectations and addressed accordingly under the Behaviour Policy. (See Appendix 1)
- 7.7 The academy reserves the right to charge families for damaged or lost pouches.

8.0 Searches and Confiscation

- 8.1 As a banned item, Principals and authorised staff retain statutory powers to search for and confiscate mobile phones or electronic devices where appropriate, in line with the Education and Inspections Act 2006 and DfE guidance on searching, screening and confiscation.
- 8.2 Any search of a students' possessions will be undertaken with the student's consent following appropriate procedures as outlined in the behaviour policy, including an explanation of what the search is for.
- 8.3 A record will be made of any search and items confiscated on CPOMS.
- 8.4 Confiscated items will be stored securely and returned in line with academy procedures.

9.0 Liability

- 9.1 ATT does not accept liability for loss, theft or damage to mobile phones or personal electronic communication devices brought onto academy sites, including where secure storage systems are used. Bringing a device onto site is done at the owner's risk.

10.0 Education and Communication

- 10.1 ATT believes that a mobile free policy is most effective when supported by education and communication.
- 10.2 Academies will:
- Educate students about digital wellbeing, online safety and responsible technology use through the curriculum, assemblies and pastoral provision.
 - Communicate expectations clearly with parents and carers.
 - Provide guidance to staff to ensure consistent application.

11.0 Review and Monitoring

- 11.1 This policy will be reviewed at least annually at trust level to ensure it remains compliant with statutory guidance, reflects emerging evidence, and supports positive outcomes for students. Where national policy requires changes an earlier review will take place.
- 11.2 Local implementation will be monitored through academy leadership, governance and safeguarding quality assurance processes.

12.0 Appendices

Appendix one: Localised Academy Procedures

Purpose of this Annex

This annex template is provided to support academies in implementing the ATT Mobile Phone Policy (Including mobile pouches) consistently, while allowing for local context and operational need. This annex must be read in conjunction with the ATT Mobile Phone Policy and the academy's Behaviour Policy.

1. Academy Details

- Academy name: Mildenhall College Academy
- Phase(s): Secondary
- Date of implementation: 29th June 2026
- Date of review: 29th June 2027
- Senior lead responsible: Ms J Powell, Vice Principal

2. Devices Covered

This academy applies the policy to the following devices:

- ☐ Mobile phones
- ☐ Smartwatches and wearable technology with internet-connections

3. Daily Procedures for Securing Devices



Students Arriving Late – They should unlock their pouch at Main Reception on arrival. If arriving after 9.20am, students should place their phone into their Pouch at reception.

Students Leaving Site Early – Students should unlock their pouch at Main Reception before leaving.

End of the School Day – Students should unlock their pouch using one of the Unlocking Stations on the Hardcourts before they leave via the green gates. Students should not take their phone out of the pouch until they are through the green gates.

4. Use of Pouches

Students are issued with 1 pouch free of charge. This will be on 29th June or, for new year 7 students, September 2026.

- Students are expected to look after their own pouch and remember to bring it to school daily.
- Staff will inspect the pouch for any damage during Morning Meeting each day.
- If a student has any concerns about any accidental damage, they should report it to Ms Powell, Vice Principal, immediately, or another member of senior staff.
- If a pouch is lost or deliberately damaged, parent/carers have the option to purchase a replacement pouch, or the student can hand their phone in each day into a secure mobile phone storage locker in Student Reception until a new pouch can be purchased. Deliberate damage to a pouch is likely to lead to a suspension.

5. Safeguarding and Communication

- Parents/Carers should contact the school via the main switchboard in the case of emergencies, or by emailing MCA-Reception@attrust.org.uk
- If a student wishes to call home for any reason, they should report to Student Reception or the House Support Hub at break or lunchtime where a call can be facilitated from a landline.
- If there are any safeguarding concerns related to use of mobile phones, members of senior staff or the safeguarding team may ask the student to unlock their pouch to retrieve evidence from their phone.

6. Sanctions and Consequences

Failure to comply with the Academy Mobile Phone Policy will result in the following sanctions:

N.B this also applies to Smart Watches or other devices with connectivity that could be used in place of a phone.

Issue	Sanction
Mobile Phone being seen or heard whilst on Academy site but before the student has entered Morning Meeting	1 st offence - Phone is confiscated and not returned unless the parent/carer collects. Student will receive 1 day in The Reset Room. 2 nd offence or beyond – Suspension from the Academy followed by ½ day in the Reset Room
Student has phone but refuses to lock mobile phone in the pouch at the request of staff	Suspension from the Academy, followed by ½ day in the Reset Room.
Student denies having a mobile phone on them when asked to present it to lock it in the pouch	Student will have their belongings searched and their person 'wanded' using a Metal Detector to search for any phone. A call home will be made. If a phone is then found, the student will be suspended, followed by ½ day in the Reset Room.
Hiding or holding a mobile phone for another student	1 st offence - Student will receive 1 day in The Reset Room. 2 nd offence or beyond – Suspension from the Academy followed by ½ day in the Reset Room
Being in possession of a magnet or other strong device capable of unlocking a phone pouch	Suspension from the Academy followed by ½ day in the Reset Room
Use of mobile phone on school site during the school day	Suspension from the Academy followed by ½ day in the Reset Room
Deliberately damaging or tampering with the phone pouch Attempted damage to the phone pouch.	Suspension from the Academy, followed by ½ day in the Reset Room Pouch to be replaced at the cost of the parent/carer.
Forgetting to bring the Phone pouch to school	Phone will be confiscated for the day and held in a secure locker in Student Reception. If this issue persists, the Academy will request the parent to collect the phone.

Being found with an un-pouched phone, or an unlocked phone pouch with a phone in it	Suspension from the Academy followed by ½ day in the Reset Room
Losing the phone pouch	The phone pouch will need to be replaced at the cost of the parent/carer. The student will need to hand in their phone to staff at the start of each day until the Phone Pouch is replaced.

7. Review and Monitoring

This annex will be reviewed:

- Annually
- Following any significant incident
- Following changes to trust guidance

Signed:

Headteacher: _____ Date: _____