

LUTTERWORTH HIGH SCHOOL



MOBILE PHONE USAGE POLICY

Reviewed: By the Achievement and Attainment Committee 15th September 2026

Adopted: By the Governing Body 15th October 2026

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Date: 15th October 2026

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Date: 15th October 2026

Last updated: October 2026

Review date: October 2027

Mobile Phone Usage

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1. Introduction and aims

At Lutterworth High School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community.

At Lutterworth High 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. 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 minimizing distractions during school hours. The pouch helps foster social interaction, improve focus on learning, and reduce stress associated with phone use, all while maintaining communication for families during travel to and from school.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for students, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

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 wearable tech 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.

Procedures and Sanctions

Late Arrivals/Early Dismissals

Students arriving late or leaving early must pouch or unpouch 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 £16 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 by arrangement with a parent or carer. A L5 Internal Suspension will be issued; continued violations will result in a fixed term suspension and the mobile phone will be collected in and stored throughout the school day.

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.

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 £16, 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.

Emergencies and Safeguarding

Communications During the School Day

Parents/ carers who need to contact their child during the school day should do so via the **school office** on 01455 552710. We will then pass this message onto your child.

Medical Conditions

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 impacts and the use of pacemakers.

Emergency Procedures including evacuation and lockdown

In an emergency, the priority is for students to follow school safety procedures under staff guidance. Student devices must remain in their pouches and the unlocking points will remain closed.

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.

In the event of an emergency or situation where there is a genuine need to contact a parent, carer, or emergency service, students should speak to a member of staff immediately. Permission may be granted for a mobile phone to be unlocked and used under staff supervision. Any such use will be recorded where appropriate and will be limited to the purpose of addressing the emergency. Unauthorised unlocking or use of a mobile phone outside of these circumstances will be treated as a breach of the school's mobile phone policy.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The relevant staff member Amy Hunter is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Governors

Governors are involved in monitoring or reviewing this policy on an annual basis at the Achievement and Attainment Committee.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff should not use their own mobile phone for personal reasons in front of students throughout the school day. This will empower staff to better challenge students to meet the school expectations and effectively enforce the prohibition of mobile phones throughout the school day. There may be occasions where it is appropriate for a teacher to use a mobile phone or similar device, for instance to issue homework, issue rewards and sanctions or use multi-factor authentication. School leaders should be clear with staff on their expectations around use of mobile phones during the day.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

4.2 Data protection

If Staff use their personal mobile phones to access Edulink or another online learning platform such as Educake/Edukey they must not process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT, Co-Pilot and Google Bard).

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unsolicited contact by parents/carers or students.

Staff may use their personal mobile phones to take photographs or recordings of students or their work. The media can then be uploaded to relevant site including google classroom and social media platforms, the media must then be deleted from the staff device.

In these circumstances, staff will:

Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5.2 Consequences

Any student failing to observe these rules will be given a Level 5 and an Internal Suspension, have their phone confiscated, and parents will be informed. The school will liaise with parents on how the phone will be collected. Their mobile will subsequently be handed in to student reception daily.

This will be regarded as a serious breach of trust and will be dealt with accordingly. The safety of our students is of paramount concern and importance to us and that includes keeping them safe from the obvious and well documented dangers implicit in accessing inappropriate networking sites.

The student's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

Not taking pictures or recordings of students, unless it's at a public event, awards evening, or of their own child

Using any photographs or recordings for personal use only, and not posting on social media without consent

7. 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 students are travelling to and from school.

Lost phone pouches should be returned to Student Reception.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and students
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations