



CLAYESMORE

STUDENT USE OF MOBILE PHONES POLICY

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| Responsible: | Deputy Head (Pastoral) |
| Date Reviewed: | May 2025 |
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| Scope: | Whole School |
| Approval Authority: | SLT |
| External Release: | Yes |

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PURPOSE

In response to growing evidence and the recent Government guidance ([here](#)), the purpose of this policy is to minimise distractions, foster a supportive learning environment, and promote personal interactions among students at Clayesmore School, by managing their access to mobile phones and smart devices.

To help achieve these goals, we are implementing the use of YONDR pouches in Years 9-11 to restrict mobile phone use during the school day.

Guidelines for students in the other years are detailed separately.

MOBILE PHONE USE IN YEARS 3 - 8

1. Day pupils are not allowed to bring mobile phones into school unless they travel on a school bus.
2. When a day pupil arrives at school on the bus, the phone is handed into the school office and collected when waiting for the bus at the end of the school day.
3. All boarders read and sign the gadget contract at the beginning of the school year or when they start boarding. It is also sent to parents so they are aware.
4. Smartwatches are discouraged and may not be worn during the school day.
 - a. If a day pupil has worn a smartwatch to school for use on the school bus, it should be handed in to the office with their mobile phone
 - b. If a boarder has a smartwatch in school it is to be turned off and handed in with their mobile phone.
 - c. For boarders, smartwatches can be used at the same times and under the same gadget contract as mobile phones.
5. Boarders are allowed to have their mobile phones in the boarding house so long as the following guidelines are adhered to:
 - a. Mobile phones must be stored in the Houseparent's office during the day and overnight.
 - b. Mobile phones can be collected and used by their owner at the allowed time after school has finished.
 - c. Boarders are allowed their mobiles during free time at weekends, but they are not allowed them on trips.
 - d. Boarders must not go out of bounds in order to find a signal.
 - e. Boarders must not use their phones to send inappropriate, offensive or bullying text messages to other pupils.
 - f. Boarders must not use their camera phone to take photos of other pupils without their permission.
 - g. Photos must be appropriate and not seen in any way as offensive, an invasion of privacy or related to bullying.
 - h. Misuse of any mobile phone will result in it being confiscated until further notice.

- i. Pupils are not allowed to access the internet on any device, unless it is a laptop that is required for educational reasons. In this instance they will access the filtered prep pupils wifi network.

MOBILE PHONE USE IN YEARS 9 - 11

6. **Phone Collection and Securing:**

- a. Before arriving at tutor group in the morning, pupils must unlock their YONDR pouch, in the publicised locations around the school.
- b. On arrival at tutor group the mobile phone (and/or smart watch) will be turned off and placed in the pouch.
- c. The tutor will supervise the phone being secured and check that the pouch is not damaged.
- d. If a student forgets their pouch, their phone will be collected by the tutor and given to the Houseparent who will contact home to remind the parent of the policy. The phone will be returned at the end of the school day.
- e. On days when pupils go straight to lessons, a-d will be carried out by their Period 1 teacher.

7. **During the School Day:**

- a. Pupils will keep the locked pouches with them in their school bags, throughout the day.
- b. Mobile phones will remain inaccessible during all classes, study periods, and school activities.

8. **End of the School Day/ Leaving School:**

- a. At 5pm the pouches may be unlocked in the boarding house by a member of the pastoral team.
- b. It is also possible to unlock the pouches in the other locations around the school.

9. **Leaving School during the day:**

- a. If a pupil leaves the school during the school day for an appointment they may have the pouch unlocked at Reception or in the Spinney admin office and must resecure it at the same location when they sign back in.
- b. When leaving the school for a games fixture, a member of the sports staff will take an unlocking station to open the pouches at the required time.

10. **Evening and Overnight Access:**

- a. At designated times in the evening and before published bedtimes, phones are taken in by Houseparents/ duty staff to allow pupils to complete prep undistracted and to have some quiet time before bed. These routines will remain the same but pouches may be used if necessary.
- b. Evening access times will be communicated to pupils and parents by Houseparents.
- c. Any urgent communication during the night should be directed to the Houseparent.

11. **Weekend access:**

- a. Pupils are allowed to have access to their phones on Saturdays, although members of staff may require phones to be silent and out of sight during LEX activities. Failure to comply with this will result in the phone being confiscated for the rest of the day.
- b. Mobile phones will be collected by Houseparents/duty staff before lights out on Saturday evenings. This may be slightly later than the published times for week days.
- c. Pupils may collect mobile phones from Houseparents/duty staff on Sunday morning at first line. They will be collected at the published times in the evening.

12. Emergencies:

- a. In case of an emergency, parents and guardians can contact Reception, the attendance support assistants, or the boarding houses. School staff will promptly relay urgent messages to the pupils.

13. Non-Compliance:

- a. If a pupil has their phone out in a lesson or around the school, the pupil may be sent to the SLT offices, and the phone will be removed and passed to the pupil's Houseparent. The Houseparent will contact home and the phone will be confiscated for a period of 24 hours initially, rising to 5 working days.
- b. If a pupil damages their pouch, it will be billed to the parent for a replacement. If this is repeated, the pupil may face disciplinary sanctions.

14. Exemptions:

- a. Exemptions to this policy may be granted for medical reasons or other exceptional circumstances. Requests for exemptions must be submitted in writing to the school administration for approval.

15. Naming of pouches:

- a. Pouches will be identified with name and boarding house.

MOBILE PHONE USE IN THE SIXTH FORM (YEARS 12 -13)

16. Sixth Form students may use mobile phones in the Sixth Form Common Room and in private during the day in dorms, but phones must not be seen around the school site and must be silent during lessons and SPS.
17. Sixth Form students may use phones for study in lessons when instructed to do so by teachers, but must always model correct behaviour to the lower school.
18. Boarders in Year 12 hand in phones before 10.30pm on weeknights and Sundays, until at least the February half term when Houseparents will relax these rules if the student has shown themselves to be capable of taking responsibility for their phone use.
19. Students who do not respect these rules will be subject to the following disciplinary action:
 - Phone confiscated for 24 hours on first offence.
 - Subsequent confiscation escalates to 48 hrs, then 1 week, and the houseparent will contact home.

- Repeated offences - the student will be placed on the Yondr scheme for the remainder of the half term. DHP will contact parents.

GENERAL POINTS ABOUT MOBILE PHONE USE IN SCHOOL

20. Mobile phones must be used in accordance with the acceptable use of IT policy at all times. Failure to do so may result in the phone being confiscated.
21. Smartwatches and other internet enabled devices are subject to the same rules as mobile phones.
22. Internet enabled devices must not be taken into any examination room. Doing so leads to an automatic disqualification from the examination at GCSE, BTEC and A Level.
23. In the case of trips, visits, exchanges and other off-site activities, mobile phone use is at the discretion of the teacher in charge.
24. Handing in a fake/substitute phone at any time is dishonest and breaks the Student Code of Conduct. Pupils who do this will have their 'active' phone confiscated for 1 week, and a letter will be sent home by the Houseparent.