

Mobile Phone & Portable Device Policy

Policy and Procedures

Responsible Governing Body Committee:	Personnel Committee
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Other policies/procedures linked to this policy:

- Whole School Behaviour Policy
- Searching Students and Confiscation Policy and Procedures
- KCSIE 2026
- DFE Guidance – Mobile Phone in Schools First Published Feb 2026

Mobile Phone & Portable Device Policy

1. Purpose and Core Values

At The Marlborough Science Academy, we believe that our values create and underpin our ethos. The five core values of **Dignity, Kindness, Compassion, Courage, and Endeavour** form the foundation of all we do.

This policy is designed to maintain a focused, vibrant learning environment free from the disruptions, distractions, and cyberbullying associated with mobile devices. By establishing clear boundaries, we aim to foster self-discipline, proper regard for authority, and positive face-to-face relationships built on mutual respect.

2. Gate to Gate

- **Years 7–11:** Students are not permitted to use personal phones or related devices anywhere on the school site. This rule applies from the moment they enter the school grounds until they exit at the end of the day ("**gate to gate**").
- **Years 12-13:** Students in the Sixth Form are permitted to use their mobile phones only within the Sixth Form Common Room and dedicated Sixth Form study spaces. They must not use them around the wider school site. Rather than a purely punitive rule, this boundary models professional workplace expectations and prepares students for adult self-regulation required at university or during employment. Sixth Formers are expected to lead by example, ensuring devices and earbuds are entirely out of sight when moving through the wider school community.
- **Definition of 'Phone':** For the purpose of this policy, "phone" encompasses mobile phones, smartwatches, earbuds/headphones, wireless speakers, and any similar portable electronic devices. If elements like earbuds are visible, the entire device package is treated as a breach of policy.
- **Meta Glasses and similar:** These are not permitted on the school site.

The Pouch System and Daily Routines

To support a phone-free environment, every student in Years 7–11 is assigned a personal Hush pouch. It is the student's personal responsibility to bring this pouch to school every day and keep it in good condition. Students should bring this to school even if they do not have a phone in school.

To prevent pouch-swapping or student writing issues, student names will be physically written on their assigned Hush pouch before they are issued to the student.

Morning Arrival Routine

As students arrive at school, they must:

1. Turn their mobile phone completely off.
2. Open their pouch (if locked) by tapping it against an unlocking unit at the front and back gate.
3. Place their phone inside the pouch and securely lock it in front of duty staff.
4. Students will be asked to show their locked pouches to their form tutor during morning registration.
5. Store the locked pouch inside their school backpack for the remainder of the day.

(It should be noted that other items such as smart watches, earbuds and jewellery can also be stored in the pouch alongside the phone for the duration of the day).

End of Day Routine

At dismissal, to eliminate dangerous bottlenecks and ensure students do not miss transport, the school will provide a high number of unlocking units. Unlocking units will be strategically distributed at the exits of the school, including the front gate and the back gate.

The school maintains a zero-tolerance policy for students attempting to use personal unlocking devices; all pouches must be opened via official stations. If exit congestion remains high, the Academy reserves the right to implement a minor, 5-minute staggered dismissal between Key Stage 3 and Key Stage 4.

At dismissal, students will:

1. Tap their pouch against an unlocking unit situated at the front and back gates to open it.
2. Remove their phone.
3. Securely close the pouch flap to prevent the internal pin from bending while in transit.
4. Store the empty pouch safely in their school bag overnight.

Late Arrivals or Early Leavers

Students arriving late or departing early e.g. for medical appointments must pouch or unpouch their electronic devices directly at the attendance desk where staff will provide an unlocking unit.

5. De-escalation and Managing Policy Breaches

In alignment with Marlborough's behaviour strategy, staff will approach policy enforcement with consistency and fairness. Staff are expected to utilise the Three-Request Technique to handle device non-compliance calmly before escalating to severe sanctions.

The Three-Request Technique for Staff

1st Request: Clearly and calmly ask the student to hand over the device/pouch. Outline the appropriate sanction for non-compliance and provide take-up time.

2nd Request: Calmly and clearly repeat the request, allowing processing time. Don't get agitated if ignored initially.

3rd Request: State the final request calmly. If a negative response is still forthcoming, do not argue; apply the escalation sanction immediately.

Sanctions for Breaches

All infractions will be logged systematically on SIMs/Edulink.

Infraction Type	Immediate Action	Sanction
Phone Seen / Heard (Compliant Handover) Mobile Phone – Confiscated BP issued by member of staff	Phone is confiscated immediately by staff and taken to student services. Parents are contacted to inform parent that they need to collect the phone before 3.30pm or the next working day	Mobile Phone Confiscation Behaviour point logged on Edulink/SIMs. 1 day in the reintegration room the following school day Parent/carer collects the phone.
Refusal to Hand Over Device (Defiance) Mobile Phone – Defiance BP issued by member of staff	Reintegration Room callout is initiated. Student is removed from circulation. Phone is confiscated immediately by SLT and taken to student services. Parents are contacted to inform parent that they need to collect the phone before 3.30pm or the next working day	Student is placed in the reintegration room and will also remain in the reintegration room for the next school day. Persistent refusal to hand over the phone will be treated as defiance and a fixed period suspension will be considered as a sanction. Parent/carer must collect the phone.
Deliberate Pouch Damage	Phone collected immediately and confiscated. The pouch is present it is inspected for	Parents charged the replacement cost, £12

Mobile Phone – Vandalised Pouch BP issued by member of staff	<p>signs of force, cuts, or tampering.</p> <p>Parents are contacted to inform parent that they need to collect the phone before 3.30pm or the next working day</p>	<p>1 day in the reintegration room</p> <p>Referred to Headteacher for consideration of a fixed term suspension.</p> <p>Parent/carer must collect the phone.</p>
<p>Pouch Loss</p> <p>Mobile Phone – Lost Pouch BP issued by member of staff</p>	<p>Phone collected immediately and confiscated.</p> <p>Parents are contacted to inform parent that they need to collect the phone before 3.30pm or the next working day.</p> <p>New pouch issued to student</p>	<p>Parents charged the replacement cost, £12</p> <p>Parent/carer must collect the phone.</p> <p>2nd offence will be considered deliberate.</p> <p>1 day in the reintegration room</p> <p>Referred to Headteacher for consideration of a fixed term suspension.</p>
<p>Forgotten Pouch</p> <p>Mobile Phone – Forgotten Pouch BP issued by form tutor</p>	<p>Phone collected at the school gates by staff and then placed in student services</p> <p>Student collects phone from student services at the end of the day</p>	<p>1st/2nd offence: Behaviour logged as forgotten pouch.</p> <p>Further offences: Logged as defiance. Treated as a Lost Pouch (refer to replacement charge).</p> <p>Parent/carer must collect the phone.</p>
Possession of Unlocking Station	<p>Item confiscated at once.</p> <p>Student escorted to the</p>	<p>This is treated as serious defiance. Student placed</p>

Mobile Phone – Possession of unlocking device BP issued by member of staff	Reintegration Room using Call Out	in the Reintegration Room pending investigation, a fixed term suspension will be considered.
Possession / Use of a Decoy or Dummy Phone Mobile Phone – Inappropriate use of Pouch BP issued by member of staff	Both devices (the dummy device and the active phone) are confiscated immediately by staff and secured in the school safe. Parents are contacted to inform parent that they need to collect the phone and the dummy device before 3.30pm or the next working day	Student removed to Reintegration Room. Student will be placed in the reintegration room for one day. Fixed term suspension considered Parent/carer must collect the phone and dummy device.

6. Restorative Discipline: Structured Conversations

Whenever a student faces an internal sanction or detention for a mobile phone breach, staff must conduct a structured conversation. This process moves past purely punitive measures, helping the student take personal responsibility for their choices.

Staff will guide the student through the following reflective framework:

- What happened that resulted in this device being confiscated?
- What were you thinking at the time you chose to bypass the policy?
- How have you reflected since it was taken?

- How does digital distraction affect your learning and the classroom environment?
- What do you need to do to ensure your phone remains powered off and pouches moving forward?

7. Classroom Spot Checks

The school reserves the right to undertake spot checks in lessons to maintain consistency and compliance. This will include asking all students to show their pouch and the unlocking of pouches to check contents. Any student found with an unpouches device, or a pouch showing signs of tampering/unapproved magnetic force, will be subject to an immediate Reintegration Room callout. These spot checks may include bag searches including the use of the magnetic wand device.

8. Supporting Students with SEND and Vulnerabilities

The Marlborough Science Academy is dedicated to creating an inclusive framework. In line with the Equalities Act 2010, the Leadership team and the SENCO recognise that a degree of proactive flexibility may be needed for students whose specific learning needs, disabilities, or mental health diagnoses impact their capacity for self-regulation.

- **Case-by-Case Adjustments:** If a student has an Education, Health and Care Plan (EHCP) or documented sensory/medical needs requiring digital monitoring, reasonable adjustments to the pouch policy will be explicitly mapped out and agreed upon by the SENCO, parents, and Leadership team. This will involve students being provided a medical Hush pouch.
- **Mobile Phone Pass:** The SENCO/Pastoral team will ensure that every student with a validated phone adjustment features a "Medical/SEND Device Pass" quick note directly on their SIMs/Edulink class registers as well as carrying a physical card. This allows supply teachers and regular staff to verify status at a glance whilst taking the register.
- **Strict Usage Boundaries:** Device access for exempt students is strictly restricted to medical tracking interfaces or approved regulatory applications. Any transition into recreational use, social media messaging, or camera use will immediately void the temporary classroom access and result in standard confiscation (unless this would make the student unsafe).

- **Alternative Provisions:** The Reintegration Room will not be used as an automatic location for students for phone breaches stemming from emotional dysregulation or SEND crises; other areas like the Brooks Suite, or the pastoral hubs will be utilised instead.

9. Extracurricular Activities, Off-Site Visits, and After-School Clubs

- **Day Trips & Off-Site Sports Fixtures:** Students must remain fully compliant with the "Gate to Gate" rule while on day trips; phones must be turned off and secured inside locked pouches. However, the trip leader will always carry a portable unlocking unit. It will remain the trip leaders discretion as to whether the pouches may need to be unlocked whilst on the trip for safeguarding purposes during 'free time'. In the event of a significant transport delay or late return, the trip leader may authorise a controlled, collective unlocking window to allow students to update their parents.
- **Residential Trips:** The use of mobile devices on residential trips will be decided by the trip organiser and conjunction with the SLT member responsible for trips. This will be dependent on the nature, length and location of the trip. It is expected that given the extended nature of overnight stays, residential visits operate under a specialised managed access protocol. Total 24-hour lockouts will be suspended in favour of a designated, daily device window (e.g., 30 minutes in the evening prior to lights-out). This balance allows critical parental contact and self-regulation while protecting the safety and privacy of communal sleeping/recreational areas.

Parents/Carers and students will be informed of the arrangements in advance.

- **After-School Clubs & Detentions:** For on-site clubs, students will be able to unpouch their mobile device before the club, however the mobile phone should remain switched off in the students bag. Students staying for an after-school detention must keep their phones locked until the sanction is complete. Unlocking stations will remain accessible at the exits of the school for students to safely unpouch as they formally exit the school grounds.

10. General Disclaimers and Communication

- **Parental Contact:** If a parent/carer urgently needs to contact a student during the school day, or vice versa, this must be coordinated safely through the main school reception desk or the respective pastoral leads. Additionally, if a student has need to contact a parent during the day, then they should do this directly through student services.

If the school learns that a mobile device has been used to contact a parent during school hours this will be considered a breach of the mobile phone policy and sanctioned appropriately

- **Liability:** While the school understands why parents prefer their children to carry devices for transit safety, the Academy keeps **absolute zero liability** for any personal mobile device that is lost, stolen, or damaged while on the school site.
- **Policy Review:** This policy undergoes a comprehensive review annually by the Deputy Headteacher alongside the Personnel Committee.