



Cardinal Langley RC High School

MOBILE PHONE POLICY (Phone-Free School)

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| Review / implementation delegated to: | Governors' Curriculum & Pupils' Issues Committee |
| Date of next scheduled review: | Spring 2029 |
| Related guidance | https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools |

Policy Approval:

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| Signature of Headteacher: |  | Date: | 25.03.2026 |
| Signature of Chair of Governors or Chair/Vice Chair of the Committee |  | Date: | 25.03.2026 |

Mobile Phone Policy: Phone-Free School

At Cardinal Langley, 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 and Yondr pouches provide a simple, secure way of supporting this approach across our school. This approach provides a balanced solution, ensuring young people retain possession of their phones while minimising 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.

Student Phone Policy and 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 earbuds will be secured in the pouch upon arrival and remain there until dismissal.

Daily Process

Upon arrival, students will:

1. Turn their phone off or switch it to airplane mode.
2. Place their phone and earbuds 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 or locker.

At the end of day, students will unlock their pouch, retrieve their phone and earbuds, then re-close the pouch to protect the locking mechanism from damage. Pouches must be brought to and from school each day.

Note: Students arriving late or leaving early will pouch/unpouch their phones in the Main Office. Members of staff will also have security wands to confirm during the school day that students do not have an unpouched phone on their person.

Procedures and Student Accountability

Late Arrivals/Early Dismissals

Students arriving late or leaving early must pouch / unpouch their phones and earbuds at the main school reception.

Forgotten Pouches

The student's phone will be collected at the front door and securely stored in the office until the end of the day. Parents / carers will be contacted and reminded of the procedures. If the pouch is repeatedly forgotten their pouch will be treated as lost and a replacement fee of £15 will be charged.

Phone Use During the School Day

If a student is found in possession of a phone outside their pouch on school site the phone, or if a phone disturbs learning in any way, the phone will be confiscated and stored in the main office. The phone will be returned at the end of the day and the child will work in the exclusion room for the remainder of the day. Bag searches may be conducted if teachers have concerns that a student has a mobile device on them that hasn't been placed 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 £15, confiscation of their device until collected by a parent or an internal exclusion.

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 examples 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 0161 643 4009. We will then pass this message onto your child.

Medical Conditions

Students who require access to their mobile devices for specific medical purposes (such as to monitor diabetes) will be provided with a medical pouch.

Emergency Procedures

In an emergency, the priority is for students to follow school safety procedures under staff guidance. 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 case of an emergency, staff will present with portable unlocking stations when it is safe to do so.

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Appendix A – Student Mobile Phone Protocol

To support a focused, respectful and engaging learning environment, our school operates as a phone-free school during the school day. This approach helps students concentrate on learning, build stronger relationships and reduce the pressures associated with constant phone use. Students may bring mobile phones into school but they must be secured during the school day using our pouch system. This allows students to retain possession of their phone while ensuring it does not disrupt learning.

Daily Routine

All students are expected to follow the phone-free routine each day:

Arrival at School

- Students switch their phone off or place it on airplane mode.
- Phones and earbuds are placed into their personal phone pouch.
- The pouch is locked in the presence of a member of staff.

During the School Day

- Students keep their locked pouch with them in their bag or locker.
- Phones must remain secured and cannot be accessed during lessons, break or lunchtime.

End of the School Day

- Students unlock their pouch at designated stations before leaving school.
- Phones are removed and the pouch is closed again before being taken home.
- Students must bring their pouch to school each day.

Responsibility and Expectations

Students are responsible for:

1. Bringing their pouch to school every day.
2. Ensuring their phone is secured on arrival.
3. Keeping their pouch in good condition.

If a student forgets their pouch, their phone will be safely stored in the school office until the end of the day. Repeated incidents may result in a replacement pouch charge.

Phone Use During the School Day

Phones must remain secured during the school day.

If a phone is seen outside its pouch or disrupts learning:

- The phone will be confiscated and stored securely in the school office.
- The student may be removed from lessons for the remainder of the day.

Damaged or Tampered Pouches

- Students must not tamper with the pouch or attempt to force it open. Any deliberate damage or attempts to bypass the locking system may result in sanctions and a replacement fee.
- If a pouch is accidentally damaged, students should report this immediately to staff.

Communication with Families

If parents or carers need to contact their child during the school day, they should do so through the school office. Staff will ensure messages are passed on promptly.

Medical Needs

Students who require access to a mobile device for medical reasons will be supported through individual arrangements agreed with the school.

Emergencies

In the event of an emergency, students are expected to follow staff instructions and school safety procedures. Communication with families will be coordinated through the school to ensure accurate information and student safety.

Appendix B – Sixth Form Mobile Phone Protocol

To support a calm, focused and respectful learning environment, Sixth Form students are expected to demonstrate maturity and responsibility in their use of mobile phones while on the school site.

Unlike students in Years 7–11, Sixth Form students are not required to use phone pouches. However, students may choose to opt into the pouch system if they feel it would support their concentration and study habits.

The following expectations apply to all Sixth Form students while on site.

1. General Principle

Sixth Form students are expected to manage their mobile phone use responsibly and in a way that does not disrupt learning or the wider school environment.

Phones must not be visible or used during lessons, assemblies, or formal school activities unless explicitly permitted by a member of staff for an educational purpose.

Students should ensure that their use of mobile devices reflects the standards expected of young adults preparing for university, employment and wider adult life.

2. Arrival and Departure

Students may use their mobile phones:

- Before entering the school site
- After leaving the school site at the end of the day

Once on site, phones should be used responsibly and in accordance with the expectations outlined below.

3. During Lessons, Study Periods and Intervention Sessions

Mobile phones must not be used during lessons unless a teacher has specifically authorised their use for learning purposes.

During independent study sessions, students should prioritise academic work. Phones may be used appropriately where they support learning (for example, accessing online resources or revision materials e.g. UpLearn), but they must not distract from purposeful study.

Headphones should not be used in classrooms unless explicitly permitted by staff.

4. Sixth Form Study Area and Bistro

Sixth Form students may use their mobile phones in designated Sixth Form spaces, including:

- The Sixth Form Study Area
- The Bistro

Students are expected to use devices respectfully and ensure that their behaviour does not disturb others who are studying.

5. Social Times and Movement Around School

Sixth Form students should ensure that mobile phone use during social times does not interfere with movement around the school or the wider learning environment.

Phones should not be used in corridors during lesson changeover as this creates congestion or distraction.

6. Examinations

Mobile phone use during examinations is strictly prohibited in line with JCQ regulations.

Students must ensure that phones are switched off and placed in bags or handed to invigilators as directed before entering the examination room.

Failure to comply with these expectations may be treated as exam malpractice.

7. Safeguarding and Security

Students must not:

- Take photographs, videos or audio recordings on site without permission
- Upload content to social media during the school day that involves the school community

Students remain responsible for the safety and security of their personal devices.

8. Emergency Procedures

In the event of a lockdown, fire alarm or other emergency situation, students must follow the instructions of staff at all times.

During such situations, students must not use their mobile phones to contact parents, carers or others. This is important to ensure that communication channels remain clear and that accurate information can be shared by the school once the situation has been safely managed.

Parents and carers will be contacted directly by the school where necessary, and updates will be provided through official school communication systems.

Students should keep their phones out of sight and focus on following staff guidance to ensure the safety of everyone on site.

9. Supporting a Mature Study Culture

Sixth Form students play an important role in modelling responsible behaviour within the school community. Appropriate use of mobile devices supports:

- A focused study environment
- Respectful shared spaces
- Preparation for adult responsibilities beyond school

By demonstrating responsible behaviour, Sixth Form students contribute to a calm, purposeful and respectful Sixth Form environment.

Appendix C – Staff Mobile Phone Protocol

To support the implementation of our phone-free school environment, staff are expected to model the same standards of responsible phone use that we expect from students. Visible and unnecessary use of personal mobile phones in student areas undermines the culture we are seeking to establish.

1. General Principle

Staff should minimise the use of personal mobile phones during the school day. Phones should only be used when there is a clear professional, operational or urgent personal need. Where possible, staff should use school telephones, ipads, laptops or computers instead of personal mobile devices.

2. Designated Areas for Phone Use

Routine use of personal mobile phones should take place only in designated staff areas, including:

- Staff room
- Offices
- Department work rooms
- Other staff-only spaces

These areas allow staff to deal with personal or administrative matters without phones being visible to students.

3. Areas Where Phones Should Not Be Used

Staff should not use personal phones in areas where students are present, including:

- Corridors and circulation areas
- Stairwells
- Classrooms during lessons (unless necessary for a professional reason, ie. authentication apps)
- Dining areas used by students
- Playgrounds or during duty
- Any other area where students are being supervised

During lesson time and duties, staff should ensure their full attention remains on students and safeguarding.

4. Permitted Professional Use

Staff may use their phone where necessary for legitimate professional purposes, including:

- Accessing authentication apps required to log into school systems (or Synergy registers if outside for PE)
- Contacting the school office in an emergency
- Contacting the emergency services
- Responding to an urgent personal matter

These uses should be brief and discreet wherever possible.

5. Emergencies and Evacuations

In the event of an emergency, lockdown, or evacuation, staff may use their phones if required to:

- Contact senior leaders
- Communicate with emergency services
- Access school communication platforms
- Support coordination during the incident

Staff should continue to prioritise student supervision and safety at all times.

6. Safeguarding Expectations

Staff must not use personal phones to:

- Photograph or record students
- Store student information
- Communicate with students through personal messaging or social media

All safeguarding and communication protocols remain in place.

7. Modelling the Phone-Free Culture

Staff play an essential role in modelling the phone-free culture of the school. By limiting visible phone use in student areas, staff reinforce the message that school is a place for learning, relationships and presence.

8. School Trips, Visits and Extra-Curricular Activities

- Staff leading or supervising school trips, visits or extra-curricular activities should continue to follow the school's expectations regarding mobile phone use.
- Where communication is required for operational or safeguarding reasons, staff may use their mobile phones to contact the school, trip leaders or emergency services.
- Personal mobile phones should not be used to photograph or record pupils during school activities.
- Photographs of pupils during school trips, fixtures or extra-curricular events must only be taken using school devices, such as a school iPad or designated school camera, in line with the school's safeguarding and data protection procedures.
- Any images taken must be used solely for approved school purposes (e.g. school communication, displays or social media where appropriate permissions are in place) and must be stored on school systems.
- Staff should ensure that all images of pupils are handled in accordance with the school's safeguarding, data protection and photography consent policies.