Hampton Court House

Pupil Mobile Phone Policy

Last Updated: February 2026

Next Review: February 2027

Updated by ACB

1. Introduction and aims

1.1 Aims

At Hampton Court House School we recognise that mobile devices, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers.
- Support the school's other policies, Safeguarding, Behaviour, and Anti bullying.

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

- Risks to pupil protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage

1.2 Rationale

Aside from the safeguarding issue, the rationale for this policy is that it has been evidenced that the effect of banning mobile phones from school premises adds up to the equivalent of an extra week's schooling over a pupil's academic year. This is according to research by Louis Philippe Beland and Richard Murphy, published by the Centre for Economic Performance at the London School of Economics.
"Ill Communication: The Impact of Mobile Phones on Pupil Performance" found that after schools banned mobile phones, the test scores of pupils aged 16 improved by 6.4%. The economists cite that this is the "equivalent of adding five days to the school year". According to Beland and Murphy, a phone ban produced improvements in test scores among pupils, with the lowest-achieving pupils gaining twice as much as average pupils. We found the impact of banning phones for these pupils was equivalent to an additional hour a week in school, or to increasing the school year by five days."

This policy has been updated in line with the new government guidance January 2026 on use of mobile phones in schools.

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for 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 Senior Leadership Team (SLT) are responsible for monitoring the policy each year, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Parents

Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones. This policy will be clearly explained to parents, including the reasons behind the policy and the school's expectations, communicated at the start of the school year and periodically when amendments are made.

Parents are kind encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Where parents need to contact their child during the school day, they should contact the school Reception, where staff are aware of the school's policy on relaying messages and facilitating contact.

Where parents have questions or concerns, please contact the Vice Principal Pastoral or a member of the pastoral team. Staff will address any concerns in a timely manner and clearly communicate the reasons for prohibiting the use of mobile phones.

3. Use of mobile phones by pupils

3.1 Pupils Use

The school recognises that parents/carers in the community feel the need for their pupils to have access to a mobile phone for communication with home on the journey to and from school. This helps with safeguarding and pupil protection especially in the long dark winter months. Hampton Court House School supports this approach wholeheartedly. To that end, the school has adopted the following mobile phone best use policy:

- Pupils are allowed to bring mobile phones to and from school if desired to support with transport and contacting parents when travelling.
- If a pupil wishes to bring a phone with them, a Yondr pouch must be purchased from the school.
- It is each pupil's responsibility to bring their pouch with them to school every day, putting their phone in and locking it at the school gates, and keep it in good working condition.
- All pupils up to and including year 11, must not use a mobile device, smart watch or any device which allows calls or the ability to send messages anywhere in school during the school day, except under the specific direction of a teacher.
- Mobile phones are not permitted on school trips, and the same rules apply as in school.

- Sixth form students may use their mobile phones only in the sixth form common room or study room if given permission from a member of staff.
- Further guidance on healthy phone usage is included in relationships, sex and health education lessons (RSE), as part of our PSHE curriculum.

- **3.2 DAILY PROCESS**

As pupils arrive to School, they will:

1) Turn their mobile phone off.
2) Open their Yondr pouch by tapping against the Unlocking Base.
3) Place their phone inside the Pouch and secure it in front of school staff.
4) Store it in their backpack for the day.

At the end of the day, pupils will open their Pouch, remove their phone, close their Pouch and put it in their backpack. Pupils must bring their Pouch to school with them each day.

For the purposes of this policy, the school day begins the moment the pupils enter the school grounds and ends once the pupils leave the grounds at the end of the day. Mobile phones will not be permitted to be used at any after-school extracurricular clubs. If a pupil brings their phone to the school, then on arrival it should be switched off and placed in their pouch. It should not be seen or heard (including vibrate) throughout the school day.

The phone can be switched back on upon leaving the school site. Not before and not during any period of social time (break or lunch);

Any pupil found using or known to have used their phone during the school day will have the phone confiscated and returned at 4.00pm via the main Reception. Parents will be informed via ePraise. Pupils will be asked to sign for their phone.

3.3 Reasonable Adjustments:

The school will assess any reasonable adjustments needed for pupils on an individual basis, discussing with parents, the student and the pastoral team. Specific circumstances for example, it may be that a disabled pupil needs access to their mobile phone for medical reasons, or a young career may need to have access to their phone to be easily contacted in an emergency.

The Principal reserves the right to allow phones in selected areas given individual circumstances.

3.4 Contacting Pupils and Parents/Carers

Parents wishing to contact their pupil during the school day should ring the school Reception. We have a well-established and efficient system for getting messages to pupils and pastoral support if it is needed.

Pupils who need to contact parents during the school day should speak to Reception or a member of the pastoral team, who will make a phone available.

3.5 Consequences

If a phone is seen by a member of staff, it will be confiscated by them. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006.
Once confiscated, this will be placed in the main Reception where the pupil will be allowed to collect it at 4.00pm. If a pupil has their mobile phone confiscated three or more times, we will request a parent or carer collects it from main Reception after 4.00pm. A suitable sanction inline with our Behaviour Policy will be issued as a deterrent.

Any refusal to hand a phone over to members of staff will result in a follow-up sanction in line with the school's Behaviour Policy. This would constitute the refusal of a reasonable request by a member of staff.

In accordance with the school's policy on Searching, Screening and Confiscation, and in line with government guidance, schools have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item.

If we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury, staff have the power to search pupil's phones, as set out in the DfE's guidance on searching, screening and confiscation.

Any searches will be carried out by a member of the SLT and must be authorised by the Principal or Senior Vice Principal.

Certain types of conduct on mobile phones, for example, 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
- 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.

3.6 Pouch Damage / Lost Pouch

If a pupil damages or loses their Pouch, a member of staff will collect the phone/Pouch and inform parents, this may require a parent collection. A damaged or lost pouch will incur a cost of £27 to replace, this will be charged through Evolve. It may also lead to a sanction being issued to the pupil if believed to be deliberate damage.

Examples of damage:

- Ripped fabric
- Cut
- Torn
- Bent/cut pin
- Signs of force to black button on flap

3.7 Forgotten Pouch

If a pupil forgets their Pouch, their phone will be collected and handed in to Reception. A demerit will be logged and the procedure for confiscation will be followed. The phone will be returned to the pupil at the end of the school day.

If a pupil consistently forgets their Pouch, it is considered Lost.
Refer to the Lost Pouch policy above.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise involved/employed by the school) are not permitted to make or receive calls, or send texts, while pupils are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as departmental offices and the staff room).

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their pupil, or their pupil's school
- In the case of acutely ill dependents or family members
- To take a register on the iSams app if they do not have access to a laptop or desktop computer.

The Principal will decide on a case-by-basis whether to allow for special arrangements.

Personal mobile phones **must not** be taken in the Early Years area under any circumstances, even if not in use.

4.2 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils. Similar details and guidance can be found in the E-Safety and Internet Email Use Policy alongside the ICT Acceptable Use Policy.
Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

4.3 Using personal mobiles for work purposes

School mobile phones are available to use for all offsite trips and residentials. However, in some circumstances, it may be necessary for staff to use a personal mobile phones for work. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:
Use their mobile phones in an appropriate and professional manner, in line with our Staff Code of Conduct.
Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil.

4.4 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must ensure that communication or conduct linked to the device is always appropriate and professional, in line with our Staff Code of Conduct.

4.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

5. Use of mobile phones by parents, volunteers and visitors

Parents, 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 pupils, unless it is a public event, or of their own pupil.
- Using any photographs or recordings for personal use only, and not posting on social media.
- Not using phones in lessons, or when working with pupils.

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at Reception or attend a public event at school.

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents must use Reception as the first point of contact if they need to get in touch with their pupil during the school day. They must not try to contact their pupil on his/her personal mobile during the school day.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones (in their Yondr Pouches) are stored securely and out of sight when not in use.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in GDPR breaches.

Where a mobile phone is brought into school, it is entirely at the pupil's and parents' own risk. The school accepts no responsibility for the loss, theft or damage of any phone or electronic device brought into school. (Ref: Section 94, Education and Inspections Act 2006 states that "where a teacher disciplines a pupil by confiscating an item, neither the teacher nor the school will be liable for any loss or damage to that item').

Equally, there is no statutory liability on schools for items that go missing in other ways. Confiscated phones will be stored in Reception in a secure location and must be signed out by the pupil or parent/carer upon return.

Lost phones should be returned to Reception. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will consider relevant advice from the Department for Education, the local authority or other relevant organisations.This policy will be reviewed every year.

Appendix 1: Acceptable use agreement for pupils

You must agree to the following rules if you bring your mobile phone to school:

1.Your phone and/or smart watch must always be locked in your Yondr Pouch whilst on the school site (including before and after school).
2. You may not use your mobile phone during lessons or activities.
3. You may not use your mobile phone during trips or activities off site (including sports lessons). The same rules apply as in school for all off-site trips.
4. Phones must be switched off (not just put on 'silent') and remain out of sight.
5. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
6. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
7. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone passwords or access codes with anyone else.
8. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
a. Email
b. Text/messaging app
c. Social media
9. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. Don't use vulgar, obscene or derogatory language while on the phone or when using social media at any time. This language is not permitted under the school's Behaviour & Rewards Policy.
12. You must comply with a request by a member of staff to switch off, or hand in, a phone. Refusal to comply is a breach of the school's Behaviour & Rewards Policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store this appropriately, or pass it to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Pupil Name:

Date: