



STUDENT PHONE POLICY & GUIDELINES

Phones and wearable tech (smart watches, AirPods/earbuds etc) are not to be used during school. Every student will be given a personal Yondr Pouch. It is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

Beginning of the Day

Students must bring their Pouch to school with them to school each day.

School Entrance

As students arrive to school they will:

- 1) Turn their phone off
- 2) Open their Yondr Pouch by tapping against the Unlocking Base.
- 3) Place their phone and smartwatch (if owned) and AirPods/Earbuds (if owned) inside the Pouch and secure it in front of school staff
- 4) Store it in their bag for the day

Phones must be locked at the stations. We will assume that unlocked pouches on the school site are being kept unlocked for the purposes of phone use during the school day and the A3 sanction will apply.

End of the Day

Students will:

- 1) Open their Pouch by tapping it against the unlocking base
- 2) Remove their phone
- 3) Close their Pouch
- 4) Keep in their school bag overnight

Late Starters or Early Leavers

Students arriving late to school should go to the Student Centre and will put their phone in their pouch there, where there is an Unlocking Base (which is locked and only accessible by a member of school staff).

Students leaving site early should sign out in the Student Centre and then go to Main Reception to unlock their pouch.



VIOLATIONS

The Senior Leadership and House Teams will carry out routine and spot checks during the day to make sure that pouches have not been damaged and that your phone is placed within.

Pouch Damage or Lost Pouch

If a student damages or loses their Pouch, we will collect their phone and store it at the Student Centre each day until a replacement pouch has been purchased, at a cost of £17.50.

Deliberate pouch damage will result in a one-day internal suspension.

Examples of damage:

- Ripped fabric
- Cut
- Torn
- Bent/cut pin
- Signs of force to black button on flap
- Damage to the black ball
- Pouch opens without unlocking station

Phone or smartwatch seen during School

If a student is found in possession of a phone or smartwatch outside of a Yondr pouch, these will be confiscated and this will result in an immediate internal suspension of 1 day. The phone or Smartwatch will need to be collected by a parent or carer. In the instance of any refusal from students to follow this sanction, it will result in a 1 day external suspension.

If a student repeatedly breaches the phone policy, this will result in an external suspension.

Forgotten Pouch

If a student forgets their Pouch, **their phone and any wearable tech will be collected during tutor time by a member of staff.** Students will come to LC1 at the end of the day and will have to complete a 10-minute detention before their items are returned to them.

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



Unlocking Stations

If a student is found in possession of a Yondr unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a serious offence and result in an external suspension.

Accidental Damage

Notify the school immediately explaining what happened. If any damage is spotted at a pouch check it will be considered intentional unless the student has raised it previously.