



## **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 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 put their phone in their pouch as they are signing in with a member of staff at reception.

Students leaving site early should unlock their pouch with a member of staff at reception as they sign out.

**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. In the instance of any refusal from students to follow this sanction, it will result in a 1 day external suspension.



## **FORGOTTEN POUCH**

If a student forgets their Pouch, it will be collected during tutor time by a member of staff or the student will deliver it to the Student Centre. Students will have to complete a 10-minute detention before their phone is 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.