



Rugby Free

Secondary School



Mobile Phone Behaviour Policy

Policy Details

Policy Level	School
Document Approver	Trust Board
Document Status	Draft
Applicable to	Rugby Free Secondary School
Review Frequency	Every 3 Years

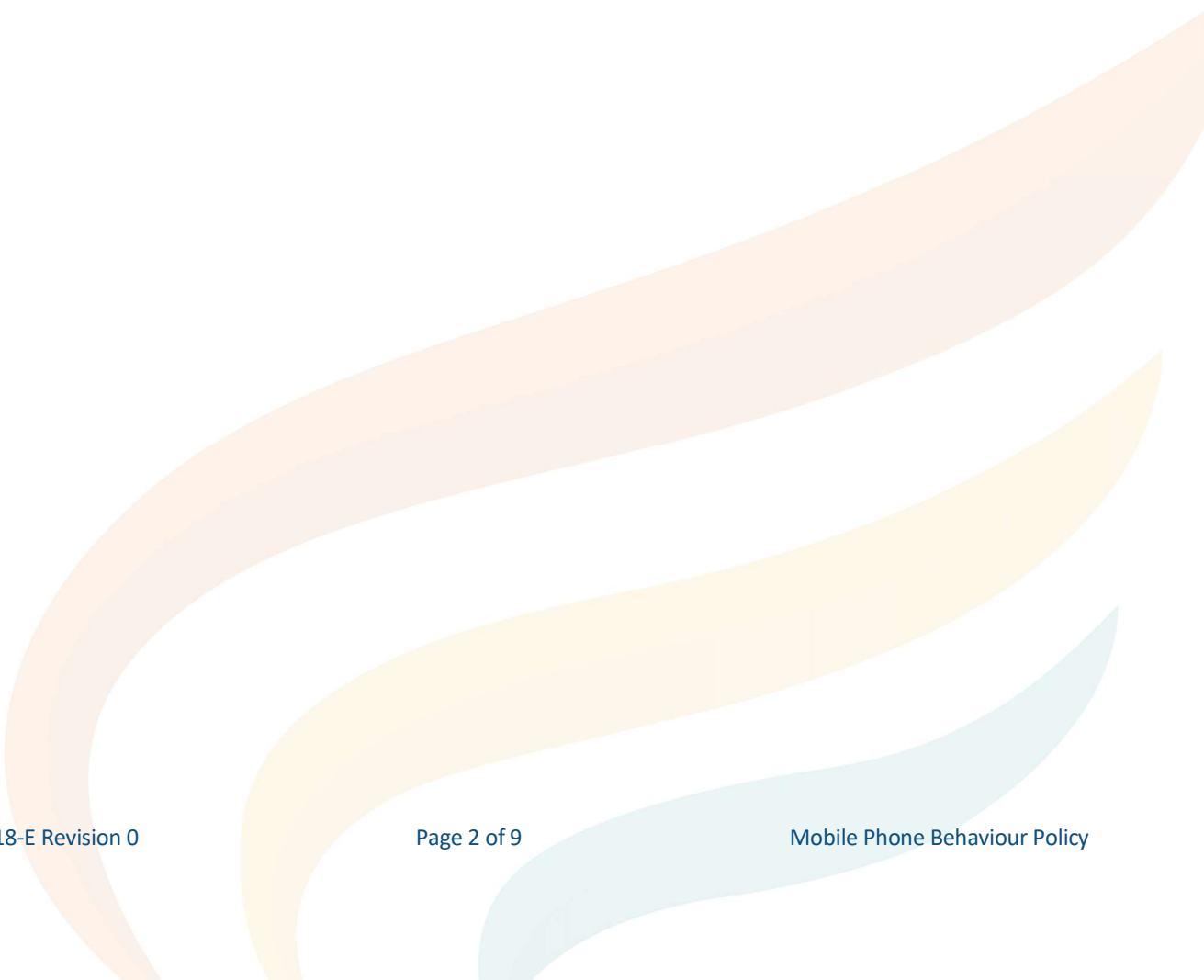
Revision History

Revision	Date	Details	Owner	Approved by
0	June 2026	First Issue	Bethan Austen	



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1. Introduction

Our school is committed to creating a focused learning environment where students can thrive without distractions. This policy outlines the expectations for mobile phone and smart device use during school hours, in line with the Department for Education guidance.

2. Daily Process

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

As students arrive at school, they will:

1. Open their Phone Locker pouch by tapping against the unlocking base.
2. Place their mobile phone inside the pouch and secure it.
3. Store it in their school bags, blazer pocket, or locker for the day.

At the end of the day, students will open their pouch at the unlocking base, remove their phone, and put it in their school bag for the next day.

If students do not bring their phone into school or do not have a phone, they can opt to leave their empty pouch at home or bring it into school empty.

Students must keep their pouch safe as it is expected to be returned when they leave in Year 11.

3. Forgotten Pouch

If a student forgets their pouch, a temporary pouch will be loaned out at Student Services. This must be returned at the end of the school day. Failure to return the pouch or persistent issues in not bringing a pouch where it is deemed to be lost, then a replacement pouch will need to be purchased at a cost of £15. Where a replacement pouch is not purchased in a reasonable time frame, students may be required to spend time in IRR until the issue is resolved.

Students may also be required to hand their phone in at Student Services at the start of each day as an alternative to the pouch where necessary.

4. Damaged or Lost Pouches

Pouches will be checked from time to time, to make sure they have not been damaged. If a student damages or loses their pouch, their phone will be handed in at Student Services and parents notified. A student's phone can only be collected by a parent. A temporary pouch may also be issued from Student Services whilst awaiting a replacement pouch.

For any damaged or lost pouches, the fee for a replacement pouch is £15 and students will be required to spend time in our Internal Reflection Room (IRR) for a period of 3 days if the damage is thought to be intentional. Please see the above section for guidance around lost pouches.

Phone Pouches are classed as school property which is on loan to students for the duration of their time at RFSS. It is expected that students return their pouches when leaving the school in Year 11 (or beforehand). Failure to return the pouch will result in a £15 replacement fee.

Examples of damage (not limited to):

- Ripped fabric
- Damage to side stitching
- Bent pin
- Signs of force to black button
- Pouch opens without unlocking station
- Personalisation of the pouch

5. Accidental Damage

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

6. Violating the Policy

If a pupil is found in possession of a phone outside of a Phone Locker pouch, the phone will be confiscated and parents notified. Students will be required to spend 5 days in IRR in the first instance. Phones will need to be collected by parents. For persistent issues, students may be asked to hand their phone in daily, be subject to searches on arrival into school or placed on an external respite at another school in their equivalent of IRR.

Students may be subject to random checks or searches if believed to be in possession of a mobile phone, not in their pouch. Refusal to comply with a search may result in the same sanction as being found with a mobile phone.

7. Unlocking Stations

If a pupil is found in possession of a Phone Locker unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a serious offence and could lead to a fixed term suspension.

8. School Trips

We recognise the benefits of students having limited access to their mobile phones when taking part in school trips (e.g. for taking photographs) and particularly for those trips which include elements of independent travel and free time.

Students' educational experience on trips should not be disrupted by the presence of mobile phones, and as such their usage will be restricted at the discretion of the trip leader who reserves the right to confiscate a pupil's phone if it is being used inappropriately or when not permitted.



No other devices, including school issued iPads, should be taken on school trips, unless otherwise authorised in advance by the trip leader.

Trips will be dealt with on a case-by-case basis based on the nature of the trip, and details of phone usage will be outlined clearly in the pre-trip letter.

9. Extra-Curricular

For after school extra-curricular activities or fixtures, students are permitted to unlock their phones at the end of the day as normal along with the rest of the school. Students will still be under the same expectations for mobile phones, with them not to be seen or heard unless specified otherwise by the extra-curricular leader.

Where there is misuse of mobile phones during extra-curricular activities, students may be required to retain their mobile phone in their pouch until the end of extra-curricular activities moving forwards. Magnets for unlocking will be available both in reception and outside of the school building for those students who wish to unlock their pouches after the enrichment has ended.

10. Inclusion

For students who require access to their phone within school for medical reasons or other sanctioned reasons, non-signal blocking Velcro pouches will be provided upon request.

11. Appendices

Appendix 1	Frequently asked Questions
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Appendix 1 – Frequently asked Questions

1. What happens if a student needs to contact home?

Students will be expected to contact home in the usual way by either using Student Services or speaking with their Head of Year or other member of staff who can support. Our current policy is that phones should be switched off and in bags, so this should not be a change for students.

2. What happens in a personal emergency situation?

The school will contact parents/carers as they would do already in the event of an illness or other personal circumstance. Where appropriate and necessary staff would enable access to a student's mobile phone pouch for use if required. For all other parent/carer and child communication please use the main school phone number or email address as usual.

3. What happens in a wider emergency situation, such as a lockdown?

As with existing policy, the correct procedure is for students not to use their mobile phones during an emergency but to allow school or emergency services to lead on communication with parents/carers and the wider community.

4. How will we manage the start and the end of the day?

There will be an increased staff presence at both the start and the end of the day to manage the transition in and out of school and the locking and unlocking of pouches as smoothly as possible. Students will not require a magnet to lock their pouches on entry into school, but Pastoral staff will monitor students' phones going into pouches to ensure no dummy phones or other items are placed in there. There will be a number of both wall mounted and handheld magnets available at the end of the school day located at the main exits points to allow for quick and efficient unlocking.

5. What are the consequences for not having a pouch?

In the first instance or for occasional one-off issues in a forgotten pouch, temporary pouches will be loaned out at Student Services in the same way uniform items are lent when needed. For persistent issues in not having a pouch or where it is deemed a pouch may have been lost or vandalised then a new pouch will need to be purchased at a cost of £15. Students may be asked to hand in their phone or be placed in our Internal Reflection Room for persistent refusal to bring in their pouch, use a temporary pouch or purchase a new one.

6. What happens if a pouch is damaged or lost?

The pouches come with a 1-year warranty. Deliberate misuse, damage or loss of the pouch will require a paid replacement at a cost of £15.

7. What are the consequences for those who are found with their phone / fake phone / secondary phone?

Students who are found to be with their mobile phone or having placed a fake phone or secondary phone in their mobile phone pouch will be placed into our Internal Reflection Room for a period of 5 days and their confiscated phone will need to be collected from school by parents/carers. For persistent issues students may be asked to hand their phone in daily, be subject to searches on arrival into school or placed on an external respite at another school in their equivalent of IRR.

8. Will there be checks or searches of students?

Students may be subject to random checks or searches, especially in the implementation of this new system. Students who are suspected of having their phone on their person or of having another additional phone will be searched. Refusal to comply with a search is likely to result in the same sanction as being found with a mobile phone on their person.

9. What will happen with: school trips, after-school clubs and/or fixtures?

For fixtures and after-school clubs the policy will be extended into these extra-curricular activities, staff running clubs and fixtures will be provided with a magnet for unlocking at the end of the activity. Trips will be dealt with on a case-by-case basis and the policy for phones on these trips will be shared in the trip letter preceding the trip itself.

10. Why are Sixth Form different?

Government advises that Sixth Form students can be granted limited and designated use of their mobile phones (for example in a common room). Sixth Form students will still be prohibited from use of their mobile phones for the majority of the school day and especially in central school areas in view of lower school students. For Sixth Form students who do not comply with the guidelines given around their limited use, they will be provided with a mobile phone pouch and subject to the same expectations as lower school students.

11. What about students with a vulnerability, disability or medical reason for requiring their phone at school?

For students with needs who require use of their phone within school, we have a small number of Velcro pouches that are non-signal blocking to enable them to be used as required, whilst also ensuring we have an inclusive approach in providing all students with an RFSS pouch. You can access this option via request with the school.

12. How do they work?

Please see image below and visit the Phone Locker website to find out more www.phonelocker.com



INSERT

Insert your phone into the pouch



LOCK

Press the pin into the hole to lock closed



UNLOCK

Unlock by placing the locking mechanism near the magnetic base