



Mobile Phone and Smart Device Policy

Approved:	23 September 2026
Review Cycle:	Annual: September 2027
Party responsible:	Headteacher and Student Committee
Linked Policies:	E-safety & ICT, Behaviour & Exclusions

1. Purpose

The Swanage School is committed to providing a calm, safe and purposeful learning environment where every student can thrive academically, socially and personally.

This policy has been developed in line with the Department for Education's statutory guidance on mobile phones in schools, which expects schools to maintain a mobile phone-free environment throughout the school day.

The policy supports the school's commitment to:

- High standards of behaviour.
- Effective teaching and learning.
- Positive relationships.
- Student wellbeing.
- Safeguarding and online safety.

2. Principles

The policy is founded on four key principles:

Learning First

Students learn best when they can focus fully on lessons without the distraction of mobile phones and online notifications.

Safeguarding

Reducing access to mobile phones during the school day helps protect students from online harms, cyberbullying, inappropriate content and unauthorised photography or recording.

Positive Relationships

A phone-free environment encourages face-to-face conversation, social interaction and active participation in school life.

Consistency

A clear and consistent routine supports students, staff and parents by ensuring that expectations are understood by everyone.

3. Policy Statement

The Swanage School operates a phone-free school day.

Students in Years 7–11 may bring a mobile phone to school if parents/carers consider it necessary for travel arrangements or personal safety.

All mobile phones brought onto the school site must be handed in at the start of the school day and collected at the end of the afternoon Crew period.

Once collected students must:

- Keep phones switched off and in bags until they are off-site at the end of the day.

The school's expectation is simple:

If a student brings a mobile phone to school, it must be switched off, handed in at the start of the day.

When returned, it must remain switched off and out of sight.

4. Phone Collection Procedure

Morning Collection

Students bringing a phone to school must:

1. Switch the phone off before entering the school site.
2. Report to Crew as normal.
3. Place their phone in the designated mobile phone tray at the start of morning Crew.
4. Leave the phone in school care throughout the school day.

Students arriving late must hand their phone to Reception immediately after signing in. Failure to hand in a phone will be treated as a breach of this policy.

Storage During the School Day

Phones will:

- Be stored securely throughout the school day.
- Remain inaccessible to students unless agreed

The school will take all reasonable steps to safeguard devices whilst they are in its care.

Afternoon Collection

At the end of afternoon Crew:

- Students will collect their phones from their Crew Leader.
- Students should check that they have collected the correct device before leaving.
- Phones must remain switched off and out of site whilst students are still on the school site.

5. Definition of the School Day

The Swanage School is a phone-free environment between 8:20am and 3:30pm.

This includes:

- Before school once students have entered the site.
- Crew time (morning and afternoon)
- All lessons & Lesson transitions.
- Break time & Lunchtime.
- Detentions.
- Extra-curricular activities taking place before students collect their phones.

The school gates form the boundary of the school site. Once students enter the site, phones must be switched off and handed in.

6. Smart Devices

This policy applies not only to mobile phones but also to smart devices capable of communication, internet access, and recording or messaging.

Examples include:

- Smartphones.
- Smartwatches.
- Internet-enabled watches.
- AirPods and wireless earbuds.
- Tablets.
- Laptops not issued or authorised by the school.
- Other internet-enabled devices.

Students should not bring such devices into school unless they form part of an approved medical or SEND arrangement.

The school provides Chromebooks to support learning, therefore there is no requirement for students to bring personal devices into school.

7. Communication during the School Day

Parents and carers who need to contact their child during the school day should do so through the school office.

Students needing to contact home during the school day should do so through the school office.

This arrangement supports safeguarding and ensures that communication is managed appropriately.

8. Consent and Declaration

Parents/carers must complete the school's Mobile Phone Consent via Arbor.

Selecting "YES"

Confirms that:

- The student will bring a mobile phone to school.
- The student will hand it in daily.
- The student will not have access to the device during the school day.

Selecting "NO"

Confirms that the student will not bring a mobile phone to school.

9. Consequences for Breaches

Any mobile phone or smart device seen by a member of staff during the school day will be confiscated.

Breach	Consequence
Phone seen, heard or used	Phone confiscated immediately. Parents/carers informed. Device must be collected in person by a parent/carer.
Repeated breaches	Meeting with parents/carers and a member of the Leadership Team. Additional sanctions and support measures may be implemented.
Refusal to hand over a device	Treated as a serious breach of school expectations and escalated in line with the Behaviour Policy.

10. Medical and SEND Exceptions

The school recognises that a small number of students may require access to a mobile or smart device for medical or SEND-related reasons.

Examples may include:

- Diabetes monitoring systems
- Assistive technology identified within an Education, Health and Care Plan (EHCP).
- Other agreed reasonable adjustments.

Parents/carers should contact their child's Head of Year if they believe such an exemption is required and all exemptions will be reviewed regularly.

11. Roles and Responsibilities

Students

Students are expected to:

- Hand phones in each morning.
- Follow staff instructions regarding mobile phones.
- Collect phones responsibly at the end of afternoon Crew.
- Respect the school's phone-free environment.

Parents and Carers

Parents/carers are expected to:

- Complete the Arbor declaration.
- Support the school's expectations.
- Reinforce the policy at home.
- Collect confiscated phones when required.

Staff

Staff are expected to:

- Apply the policy consistently.
- Manage phone collection and return processes.
- Store devices securely.
- Record and respond to policy breaches.

12. Review

This policy will be reviewed by the governing body annually, or sooner if further guidance is issued by the Department for Education or if operational arrangements require amendment.