



THE LATYMER SCHOOL

MOBILE PHONE POLICY

Policy presented to Full Governing Body	June 2026
Policy circulated	June 2026
Review policy	June 2028

1. Introduction and aims

At The Latymer School, we're committed to creating a learning environment where every student can thrive. Our young people are growing up in an increasingly complex world, living their lives on and offline. This presents many exciting opportunities, but also academic, emotional and social challenges. Our goal is to promote a focused and distraction-free learning environment whilst encouraging responsible use of technology. To support this, we have introduced a mobile phone policy that incorporates the Yondr programme <https://www.veryondr.com/>.

We believe that every student deserves the chance to experience a phone-free education and phone pouches provide a simple, secure way of supporting this approach across our school. This approach provides a balanced solution, ensuring young people retain possession of their phones while minimising distractions during school hours. The pouch helps foster social interaction, improve focus on learning, and reduce stress associated with phone use, all while maintaining communication for families during travel to and from school.

Note: Throughout this policy, 'mobile phones' refers to mobile phones and similar devices, including headphones, smartwatches and wearable technology.

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All Latymer staff are responsible for enforcing this policy. The Assistant Headteacher (Behaviour, Attendance and Enrichment) is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

The school's Mobile Phone policy will be presented to and reviewed by the Governing body every 2 years.

4. Use of mobile phones by staff

4.1 Personal mobile phones

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 is responsible for monitoring the policy and reviewing it every year, and holding staff and students accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time.

For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

4.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or students, 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/carers or students.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of students for work. Such circumstances may include, but are not limited to:

- Taking a register on Edulink
- Use of multi-factor authentication
- 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
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or on the school mobile phone.

5. Use of mobile phones by students

Our school is a phone-free community. Every student in year 7-11 will purchase a phone pouch and they are responsible for bringing it to school daily and keeping it in good working condition. If a student does not have a Yondr pouch, their phone is not permitted on the school site. Phones and wearable tech will be secured in the pouch upon arrival and remain there until dismissal. Sixth Form Students must ensure that their mobile phones and electronic devices are never seen and never heard, except in designated Sixth Form spaces referenced later in this policy.

5.1 Daily Process

STUDENTS IN YEAR 7-11:

Upon arrival, students will:

- 1) Turn their phone off outside the school building (inside the school gates).
- 2) Place their phone and wearable tech inside their Yondr pouch and lock it in the presence of school staff, this is further checked during form time.
- 3) Keep the pouched phone with them throughout the school day and store it in a backpack or locker.

It is the responsibility of the student to lock their phone in their pouch when entering the school site. Sanctions will apply if phones are not placed into the pouch before entering the school building.

At the end of the day, it is the responsibility of the student to unlock their pouch and retrieve their phone and tech. They must re-close the pouch to protect the locking mechanism from damage. Pouches must be brought to and from school each day.

If staying after school for a club or event students' mobile phones are still banned from the school site and should remain in their Yondr pouch until they leave school for the day.

Procedures

Late Arrivals/Early Dismissals

Students arriving late or leaving early must pouch/unpouch their phones and wearable tech at the main school reception. Other locking stations may not be available.

Forgotten Pouches

If a student forgets their pouch, they should hand their phone in to their Head of Learning or the main school office at the very start of the day. This will be securely stored until the end of the school day. Parents/carers will be contacted and reminded of the procedures. If the pouch is repeatedly forgotten their pouch will be treated as lost and a replacement fee will be charged on ParentPay.

Damaged Pouches

Any attempt to tamper with the Yondr system, including use or possession of high-strength magnets will be treated as a serious offence, potentially resulting in a replacement fee being charged via ParentPay, confiscation until a parent/carer picks it up and suspension.

If accidental damage occurs, students must report it immediately. If damage is discovered during checks and has not been reported, it may be considered intentional.

The following examples may indicate intentional damage:

- Ripped or cut fabric
- Bent or cut pin
- Signs of force to the black locking mechanism
- Pen marks inside the pouch
- Pouch opening without a station
- Scuff marks on the black ball



The pouch should not be used as a replacement for a protective case and/or screen protector on a mobile device. We recommend students looking after their pouches as these may be repurchased by the school when a child leaves.

Phone pouch costs

We are committed to ensuring that phone pouches are accessible to all families. The cost of the first pouch will be fully covered for students eligible for Pupil Premium funding.

We recognise that some families may experience financial hardship and, in these circumstances, we encourage parents and carers to contact the school. We will consider each case individually and, where possible, work with families to cover part of the cost to ensure that no student is disadvantaged by this initiative.

Phone pouches and replacement fees for damaged or lost pouches will be charged via ParentPay. Parents and carers should contact the school if there are any difficulties with this.

STUDENTS IN YEAR 12 & 13:

Sixth Form students will also be part of the phone-free system but are not expected to have a phone pouch, due to the nature of their timetables and the need to use their phone for study on occasion. The use of mobile phones in lessons is **not** permitted, and teachers will book laptops or computer rooms if electronic devices are required.

Sixth Form students will **only** be permitted to use their phones and electronic devices in the **Sixth Form common room, and Sixth Form study room**. Mobile phones or electronic devices **must not be seen or heard anywhere else on the school site**; this includes outside in the school corridors, playground and quad areas.

Failure to comply will result in the mobile phone sanctions (listed below), and the sixth form student being issued with a temporary pouch that they must present to their form tutor locked for 4 school weeks. They will have to unlock this at the school office before they leave the school site.

5.2 Sanctions

If a student is found in possession of a phone outside their pouch on school site, the following sanctions will be applied. Any confiscated phones will be securely stored by the school if they are held overnight.

With the pouch system, a student will have to go out of their way to not use the pouch and to avoid detection therefore, the sanction is reflective of this. Parents/carers should reinforce the school's expectations around the use of the Yondr pouch to avoid confiscations and sanctions.

Breach 1	Confiscation until the end of school day	30-minute detention
Breach 2	Confiscation till following day (overnight)	45-minute detention
Breach 3	Confiscation for 5 school days (overnight)	60-minute detention
Breach 4	Confiscation for 4 school weeks (overnight)	0.5 day SLT Supervision

There will be random class group checks across the school year to ensure compliance. Bag searches may be conducted if staff are concerned that a student has a mobile phone on them that has not been placed into their pouch.

5.3 Emergencies and Safeguarding

Communications During the School Day

Parents/ carers who need to contact their child during the school day should do so via the school office on 02088074037. We will then pass this message onto your child.

Students will never be denied a phone call if they need to contact a parent/carer during the school day. Students can report to their Head of Learning's office or the main school office where they will be allowed to make contact with parent/carers.

Medical Conditions

Students who require access to their mobile devices for specific medical purposes will be provided with a medical pouch.

Emergency Procedures

In an emergency, the priority is for students to follow school safety procedures under staff guidance.

Unauthorised phone use during such situations may:

- Delay emergency responses
- Spread misinformation
- Put students and staff at increased risk
- Disrupt coordinated safeguarding measures

Emergency communications will be managed through the school.

Staff can unlock pouches immediately if required.

6. Loss, theft or damage

Students bringing phones to school must ensure that phones are stored securely.

Students 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 data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations