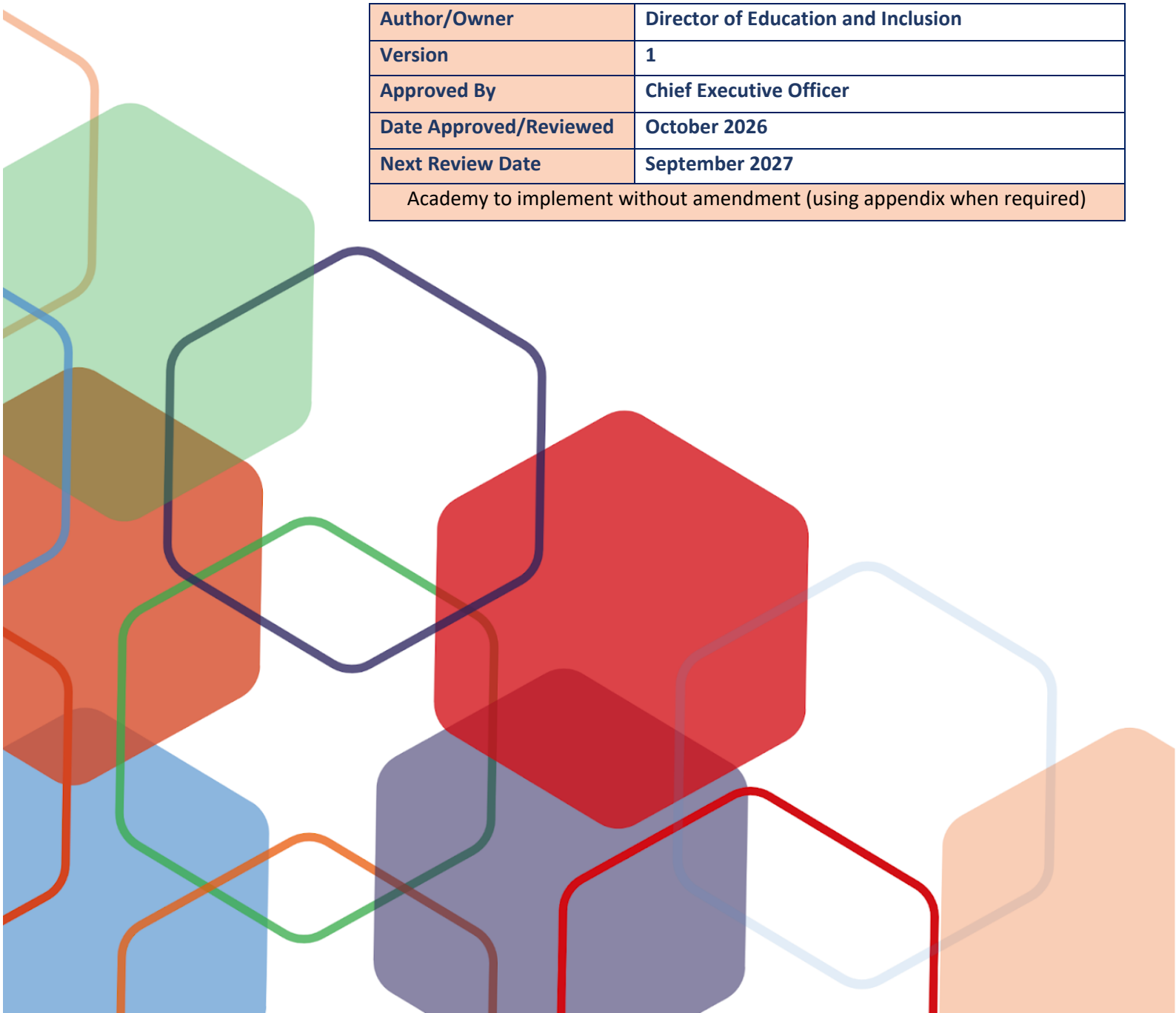
Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

ELP Mobile Phone Policy - Secondary

Author/Owner	**Director of Education and Inclusion**
Version	**1**
Approved By	**Chief Executive Officer**
Date Approved/Reviewed	**October 2026**
Next Review Date	**September 2027**
Academy to implement without amendment (using appendix when required)	



Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
1	October 2026	S. Forsythe	New Policy

Contents

1. Introduction and Policy Principal 4
2. Student Expectations by Key Stage 4
3. Curriculum, departmental and subject use 5
4. Staff Expectations and Professional Modelling 5
Exceed Learning Trust-issued mobile phones 6
5. Medical Needs, SEND, Young Carers and Exceptional Circumstances 6
6. Examinations and Formal Assessments 7
7. Confiscation 7
Collection and repeat breaches 7
8. Refusal to hand over a Device 8
9. Searching for Mobile Phones and Devices 8
10. Parents and Carers 8
10. Monitoring and Review 8

1. Introduction and Policy Principal

Hall Cross Academy is a mobile phone-free environment by default.
In accordance with Department for Education (DfE) statutory guidance, the Academy prohibits the use of mobile phones and similar personal smart devices (including smartwatches) throughout the school day in order to reduce distraction and disruption and to support a calm, safe and supportive environment conducive to teaching and learning.

This prohibition applies throughout the Academy Day, including:

- On entry to/leaving school;
- lesson time;
- the time between lessons;
- breaktime, lunchtime;
- corridors, circulation spaces and communal areas;
- toilets, changing areas and outdoor social spaces; and
- any other part of the normal Academy Day unless a specific exception in this policy applies.

The DfE statutory guidance states that schools should implement a policy that prohibits mobile phone use throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime.

For the purposes of this policy, "mobile phones and mobile devices" includes smartphones and other devices with similar communication or smart functionality. This explicitly includes smartwatches, internet-enabled watches, AirPods, wireless earbuds or earphones, tablets, and any personal device capable of messaging, internet access, receiving communications, audio playback, or audio or video recording.

ALL PUPILS IN YEARS 7-11: SWITCHED OFF, STORED IN A BAG AND COMPLETELY OUT OF SIGHT FROM ENTRY TO THE ACADEMY SITE UNTIL THEY HAVE LEFT THE ACADEMY SITE AT THE END OF THE SCHOOL DAY.

The Academy does not use mobile phone pouches as its standard system. Compliance is achieved through a clear and consistently enforced "off and away" expectation. For pupils in Years 7-11, this applies from the moment they enter the Academy site until they have physically left the Academy site at the end of the school day. The end-of-day bell does not end this expectation. Mobile phones, smartwatches, AirPods and other wireless earbuds or personal smart devices may only be switched on, worn or used once the pupil has left the Academy site. A device being silent, on aeroplane mode, face-down, in a pocket or otherwise concealed on the pupil's person does not meet this expectation: it must be switched off and stored in the pupil's bag.

Where parents or carers need to contact a pupil urgently, they should use the Academy's normal reception or pastoral communication routes. Pupils should not use a personal mobile phone to contact parents or carers during the Academy day unless expressly authorised by a member of staff under an agreed exception.

2. Student Expectations by Key Stage

Key Stage	Policy Requirement
KS3 (Years 7-9)	Strictly prohibited. Mobile phones, smartwatches, AirPods and other personal smart devices must be switched off and stored in bags from entry to the Academy site until the pupil has physically left the Academy site at the end of the school day. They must not be seen, heard, worn or used.

KS4 (Years 10-11)	Strictly prohibited. The same "off and away" rule applies from entry to the Academy site until the pupil has physically left the Academy site at the end of the school day. The end-of-day bell is not permission to use a device while still on site. Personal phones, smartwatches and AirPods/earbuds must remain off and away; Academy-approved equipment will be used where technology is required.
Sixth Form	Limited privileged use. The Academy may permit restricted use in designated Sixth Form-only areas as part of post-16 independence. This is a privilege, not an entitlement, and must not undermine the phone-free environment for Years 7-11.

KS3 and KS4 devices must not be:

- seen or carried openly;
- heard ringing or making notifications;
- checked for messages or notifications;
- used as a clock, calculator, camera or recording device; or
- accessed in classrooms, corridors, toilets, changing areas, social spaces or outdoor areas.

Sixth Form restrictions. Any permitted use is confined to areas and times designated by the Academy. Sixth Form students must keep devices out of sight in corridors, standard classrooms and shared communal areas used by younger pupils. Misuse may result in the privilege being withdrawn and sanctions being applied under the Behaviour Policy.

3. Curriculum, departmental and subject use

Personal mobile phones must not be relied upon as routine classroom equipment. In practical, vocational and creative subjects, including Art, Design and Technology and Performing Arts, pupils must not use personal mobile devices for routine photography, filming, recording rehearsals, editing, uploading work, documenting practical processes or compiling digital portfolios.

Where digital technology is necessary, the Academy will provide or approve appropriate equipment, for example:

- Academy tablets;
- digital cameras and recording equipment;
- laptops or desktop computers; and
- specialist curriculum software and applications.

There is no general classroom exception allowing a teacher to authorise routine use of a pupil's personal mobile phone.

4. Staff Expectations and Professional Modelling

Staff should consistently enforce the Academy's mobile phone policy and model the professional standards expected of pupils. Personal mobile phones should not be used for personal reasons in front of pupils during the Academy day, including in corridors, student communal areas, lessons or while supervising pupils.
Legitimate professional use may be necessary for safeguarding, emergencies, operational duties, multi-factor authentication or other authorised Academy or Trust business.

Exceed Learning Trust-issued mobile phones

Staff who have been issued with an Exceed Learning Trust mobile phone or other Trust-managed mobile device are permitted to use that device for legitimate professional purposes in line with Exceed Learning Trust policy, procedures and acceptable-use requirements.

Authorised professional use may include:

- safeguarding or pastoral communication;
- operational, site-management or duty responsibilities;
- emergency communication;
- approved Academy or Trust applications;
- recording or updating behaviour, rewards or pastoral information;
- multi-factor authentication, lone-working or health and safety arrangements; and
- other legitimate professional duties.

Use of a Trust-issued device for authorised professional purposes is not treated as equivalent to personal mobile phone use. Staff should nevertheless exercise professional judgement and, wherever practicable, ensure that use is clearly work-related so that pupil expectations are not undermined.

5. Medical Needs, SEND, Young Carers and Exceptional Circumstances

The Academy recognises that its universal prohibition must operate alongside its legal duties. The DfE guidance is clear that, while schools are expected to prohibit mobile phone use throughout the school day, they must continue to comply with other legal duties, including making reasonable adjustments where necessary. Any exception will be individual, necessary, proportionate, formally agreed and tightly controlled.

Medical monitoring: A pupil may be permitted access where a device is necessary to manage a medical condition, for example where a mobile phone is linked to continuous glucose monitoring. Appropriate evidence and an individual healthcare or support plan will be required to document how this will be used safely and monitored.

SEND and reasonable adjustments: The Academy has due regard to its duties under the Equality Act 2010 and will consider reasonable adjustments to this policy where necessary to prevent a disabled pupil from being placed at a substantial disadvantage.

In the vast majority of cases, barriers to learning or participation will be addressed through alternative assistive technology provided by the Academy, such as iPads, specialist software, magnification devices or other appropriate equipment. Where reasonably practicable, these alternatives will be provided in preference to access to a personal mobile phone.

In exceptional circumstances, where a pupil has a disability and a specific mobile-phone-based application or functionality is necessary to meet their individual needs, and an appropriate alternative cannot reasonably be provided, the Principal may authorise restricted access to a mobile phone for that specific purpose. Any such adjustment will be considered on an individual basis, informed by appropriate specialist advice from SEND professionals where necessary, and will specify the circumstances, purpose and extent of permitted use. The Principal retains the right to make these decisions, and to review any allowance made periodically.

Young carers and exceptional home circumstances: Recognised young carers or pupils with exceptional circumstances may be allowed limited access where this is necessary. The purpose, time, location and staff authorisation arrangements will be clearly set out.

All significant exceptions should be recorded by the safeguarding team and reviewed periodically. An exception for one purpose does not exempt the pupil from the remainder of this policy.

6. Examinations and Formal Assessments

Mobile phones, smartwatches and other unauthorised communication or technological devices are subject to Joint Council for Qualifications (JCQ) regulations and the Academy's examination procedures. For formal examinations and assessments:

1. All relevant devices must be completely switched off;
2. Devices must be placed in the secure storage arrangement directed by the Academy;
3. Smartwatches and other unauthorised wearable technology must be removed and stored as instructed;
4. All instructions from the Exams Officer and invigilators must be followed; and
5. Possession of an unauthorised device during an examination may be reported to the relevant awarding body as suspected malpractice.

JCQ and awarding-body regulations take precedence where they impose a stricter requirement.

7. Confiscation

Where a device is seen, heard or used in breach of this policy, an authorised member of staff may confiscate it as a disciplinary sanction. The DfE statutory guidance states that schools should feel confident in using their power to confiscate mobile phones or similar devices where the policy is clearly breached, including where a phone is heard ringing in a pupil's bag.

Examples include a device:

- being used or visible;
- ringing or making another audible notification;
- being accessed in toilets or changing areas;
- being used to photograph, film or record;
- being accessed without permission; or
- being used contrary to an agreed individual exception.

Confiscated devices will be stored securely. The Academy will determine the period of confiscation and return arrangements lawfully and proportionately, taking account of the intended disciplinary outcome and the pupil's individual circumstances.

Collection and repeat breaches

Where the Academy determines that parental collection is required, the device will be returned only to a verified parent or carer and not directly to the pupil. Repeated breaches may lead to enhanced arrangements, including a requirement for a device to be handed in at the start of the Academy day for an agreed period or a complete ban on bringing a phone on to the school premises.

8. Refusal to hand over a Device

Refusal to follow a reasonable instruction to hand over a mobile phone or smart device sanction may include:

- removal from lessons;
- placement in the Reflection Room/Leadership Removal;
- Step Out;
- detention;
- loss of privileges;
- parental contact;
- Direction Off Site and further disciplinary action for persistent or serious defiance.

9. Searching for Mobile Phones and Devices

The Academy will exercise searching powers lawfully, proportionately and in accordance with Department for Education guidance on Searching, Screening and Confiscation. The Senior Leadership Team, and staff authorised, have statutory powers to search a pupil or their possessions where the legal conditions are met. DfE mobile phone guidance states that Principals can and should identify mobile phones and similar devices as items that may be searched for within school behaviour rules.

Where a search or mobile phone incident gives cause to suspect that a pupil is suffering, or may be at risk of harm, safeguarding procedures must be followed and the Designated Safeguarding Lead or Deputy consulted as appropriate.

10. Parents and Carers

Parents and carers are expected to support the Academy's mobile phone-free culture and the consistent application of this policy. Parents and carers should not routinely contact pupils directly on their personal mobile phones during the Academy day. Pupils should not arrange to switch on or use their phone, smartwatch, AirPods or other personal smart device at the end of lessons or at the school gate while still on Academy premises; use is permitted only after they have left the Academy site.

Where an urgent message needs to be passed to a pupil, parents and carers should contact the Academy using its normal communication routes. The Academy will maintain appropriate arrangements for urgent messages to be relayed to pupils.

A parent or carer contacting a pupil directly does not authorise the pupil to use or check a personal mobile phone in breach of this policy.

10. Monitoring and Review

The Academy will monitor the implementation and impact of this policy, including patterns of breaches, confiscations, safeguarding concerns and reasonable adjustments. The policy will be reviewed at least annually, or sooner where legislation, statutory guidance, Trust policy or operational requirements change.
The Academy may amend operational procedures without waiting for the formal review date where this is necessary to maintain compliance with law, statutory guidance, safeguarding requirements or examination regulations.