



SIR THOMAS RICH'S

Mobile Phone Policy- September 2026

This policy was drawn up in accordance with the Department for Education's (DfE) statutory guidance: [Mobile phones in schools - GOV.UK](#) (June 2026), to be implemented from 1 September 2026.

Date reviewed: August 2026

Status: Statutory

Responsibility: It is the responsibility of the School's Senior Leadership Team (SLT) to draw up and implement the Mobile Phone Policy.

Contents:

- | | |
|---|--|
| 1. Purpose | 10. Trips and Visits |
| 2. General Expectations (All Pupils) | a) Day Visits/Fixtures (Key Stage 3 and Key Stage 4) |
| 3. Key Stage 3 and Key Stage 4 Expectations | b) Residential Visits (Key Stage 3 and Key Stage 4) |
| 4. Key Stage 3 and Key Stage 4 Sanctions | c) Remote Supervision Visits (e.g. DofE, Ten Tors) |
| 5. Learning Resources | d) Key Stage 5 Visits |
| 6. Sixth Form Expectations | 11. Safeguarding |
| 7. Sixth Form Sanctions | 12. Medical Exceptions |
| 8. Staff Expectations | 13. Examinations |
| 9. Parents and Carers | |

1. Purpose

At Sir Thomas Rich's School, we understand the important role mobile phones play in everyday life, but we also appreciate the risks posed to children by unrestricted access to mobile phone technology. Our school curriculum teaches pupils about safe and appropriate use of mobile phones; our mobile phone policy supports the delivery of this and ensures pupils can focus on all aspects of their learning.

Restricting smart phone use during the School day supports this in three ways:

1) Safeguarding

Smart phones can expose pupils to risks such as inappropriate content, cyberbullying, social media pressures and the misuse of images. Limiting their use helps staff create a safer, more controlled environment.

2) Learning and Focus

Phones can be a major distraction. Without them, pupils are more engaged, participate more in lessons and develop stronger face-to-face communication skills.

3) Wellbeing and Healthy Habits

Time away from phones reduces social pressure and supports pupils' mental wellbeing, while encouraging healthier patterns of attention and interaction.

This policy is not about removing technology, but about creating a safe, focused and fair environment where all pupils can succeed and enabling them to make informed choices about how to use technology appropriately outside school hours.

2. General Expectations (All Pupils)

- Phones must be switched off and kept out of sight as soon as pupils enter the School site in the morning.
- Phones may only be used on the School site after 3:20pm (the end of the School day).
- Phone payments are not permitted in the Main School canteen. Pupils must use a payment card or their biometric account.

3. Key Stage 3 and Key Stage 4 Expectations

- Year 7 are strongly advised not to bring in a mobile phone; and should they bring one in, a 'dumbphone' is preferable to a smart phone.
- Mobile phones must be switched off and kept at the bottom of bags at all times during the School day.
- Phones must not be seen or heard at any time.
- Phones must not be used in classrooms, including tutor time and private study.
- Headphones/AirPods are not permitted.
- Smartwatches and smart glasses are prohibited.
- If a pupil needs to contact home for any reason, they should see their Head of Year or report to reception.

4. Key Stage 3 and Key Stage 4 Sanctions

If a phone is seen or heard, it will be:

- Confiscated immediately and stored in G3, where pupils must hand it in each morning for the next five School days; pupils can collect phones from a member of the pastoral team at the end of each day.
- If a phone is confiscated, the pupil will also be given a Headteacher's detention (see Behaviour and Discipline Policy), which takes place on a Friday after school. This sanction will be escalated for repeated offences.
- All incidents of misuse will be logged on Thunder by staff.

5. Learning Resources

- Access to ICT will be available in computer rooms, the Private Study Room and the LRC. Pupils must, however, bring resources and learning materials to use during private study and revision sessions to support their independent study without access to ICT or a mobile phone.

6. Sixth Form Expectations

- As set out for Key Stages 3 and 4, mobile phones must not be used or visible on the School site.
- Sixth Form students in Years 12 and 13 may use their mobile phones for study purposes in the Sixth Form building (Study Centre and LRC). The A Level curriculum has also been judged to directly benefit from mobile phone technology in rare situations; Sixth Form students may be asked to use a mobile phone in lessons when explicitly planned by, and under the direct supervision of, the teacher.
- Headphones/AirPods are permitted in the Sixth Form building only and not permitted in lessons or during cover lessons.
- Smart glasses are prohibited at all times.

7. Sixth Form Sanctions

- Phones seen or heard outside permitted areas will be confiscated for the rest of the School day and handed into the Sixth Form Administrator.
- Sixth Form students will also receive a Friday Headteacher's detention (see Behaviour and Discipline Policy), which takes place on a Friday after school. This will be escalated for repeated offences.
- All incidents of misuse will be logged on Thunder by staff.

8. Staff Expectations

- Staff must not use mobile phones for personal reasons in front of pupils during the School day (see Staff Code of Conduct).
- Staff should model appropriate behaviour and are required to uphold pupil expectations by ensuring this policy is clearly communicated, applied consistently and reinforced calmly.
- Use of school systems (e.g. Duo) is permitted where appropriate.

9. Parents and Carers

- Parents should support the School policy and ensure their child understands expectations.
- If a parent needs to contact their child during the School day, they must contact the School reception; the School will relay messages or facilitate contact where necessary.

10. Trips and visits

The School's mobile phone expectations apply during all educational visits unless otherwise stated by the Trip Leader.

a) Day Visits/Fixtures (Key Stage 3 and Key Stage 4)

- Pupils should not use mobile phones during the School day or while participating in organised trip activities; sanctions as set out in Section 4 of this policy will apply.
- Mobile phones may be permitted for specific educational purposes (e.g. data collection, photography directed by staff).
- Any misuse of a phone will be dealt with under the School's behaviour procedures.

b) Residential Visits (Key Stage 3 and Key Stage 4)

- Pupils may bring a mobile phone unless otherwise stated in trip-specific information.
- Pupils should not use mobile phones during the School day or while participating in organised trip activities; sanctions as set out in Section 4 of this policy will apply.
- Mobile phones may be permitted for specific educational purposes (e.g. data collection, photography directed by staff).
- Phones may be collected overnight and stored securely by staff.
- Pupils will be given designated opportunities to contact home where appropriate.
- Any unauthorised use or misuse of a phone may result in confiscation for the remainder of the visit.

c) Remote Supervision Visits (e.g. DofE, Ten Tors)

- Mobile phones may be required for safety, navigation and emergency communication.
- Use must be limited to the purposes specified by Trip Leaders.
- Pupils must not use phones for photography, social media or general communication during the expedition unless authorised.
- Parents should not use location tracking or make routine contact with participants during expeditions.

d) Sixth Form Visits

- Pupils are expected to use mobile phones responsibly and in accordance with School expectations.
- Trip Leaders may permit greater access to phones during free time.
- Phones must not be used during organised activities unless authorised and may be restricted where safeguarding, safety or educational considerations require.
- Sixth Form students will be expected to adhere to tighter restrictions on trips involving pupils from Years 7 to 11.

11. Safeguarding

- Photography, filming or recording of others without consent is prohibited at all times.
- Mobile phones must not be used in changing rooms, shower facilities, or other private spaces.
- Serious misuse of a mobile phone may result in confiscation, parental contact and further disciplinary action.

12. Medical Exceptions

Reasonable adjustments will be made for pupils who require mobile devices for medical purposes (for example, monitoring devices such as diabetic equipment).

Parents must accept full responsibility for loss or damage to mobile phones or tablets brought into school and are advised to take out a suitable insurance.

13. Examinations

Mobile phones and tablets are prohibited in public examinations, as set out in all Public Examination briefings and JCQ guidance.

Any pupil or student found in possession of a mobile phone during an examination may be subject to JCQ malpractice procedures and could risk disqualification from part or all their examinations.