

*Chelmsford County High School
for Girls*



Mobile Phone Policy

Approved by the Board of Trustees: July 2026

1. Policy Overview

This policy sets out our expectations regarding student mobile phone use during the school day. In line with the Department for Education stipulations and our commitment to safeguarding and learning, main school students (Years 7-11) will no longer be permitted to use mobile phones during the school day.

To support this, we are implementing **Secure Lockable Phone Pouches** for every student in Years 7-11.

2. Objectives of this Policy

- Eliminate distraction from learning caused by mobile phones.
- Promote positive behaviour, engagement, and wellbeing.
- Prevent misuse of mobile devices, including bullying, filming, upskirting and academic dishonesty.
- Create a safer school environment and reduce safeguarding risks.
- Reinforce a calm and focused school culture through consistent expectations.

3. Scope

This policy applies to:

- All students during the school day, including breaktimes, transition periods and lunchtimes.
- All devices capable of communication, including phones, smartwatches, earbuds, etc.
- All areas of the school campus and all off-site, school-organised activities.

4. Secure Lockable Phone Pouches – How the System Works

- Each student in Years 7-11 will be expected to purchase a personally assigned signal-blocking pouch.
- Students must bring their pouch to school every day.
- As the students enter the school campus, phones are to be placed inside and locked in the pouch. This will be checked during form time by the form tutor.
- The pouch remains on the student's person but cannot be opened until the end of the school day.
- At the end of the day, students will unlock pouches as they exit the school buildings using the unlocking stations.
- If a student leaves school early, the pouch will be unlocked by the main office staff.
- If a pouch is forgotten, the student will be expected to leave their phone at the Main Office.

5. Expectations of Students in Years 7 to 11 (the Main School)

- Bring your pouch every day and use it without exception.
- Keep your pouch and phone secure and undamaged.
- Follow all staff instructions regarding pouch use.
- Do not bring or use any item intended to bypass the system, e.g. second phone, magnets, smartwatches, etc.
- Do not damage or deface the pouch – this is treated as deliberate misconduct.

6. Expectations of Students in Years 12 and 13 (the Sixth Form)

- Understand that phones cannot be used in view of students in Years 7 to 11; however, Year 12 and 13 students will be allowed to use their phones in Sixth Form only study areas for academic purposes only and the Sixth Form Common Rooms.
- Phones must not be used in any other areas, including corridors.
- If a student does not comply, the 'Breaches of Policy – sanctions' will be applied.

7. Expectations of Staff

- Enforce pouch use during form time, including visual checks.

- Conduct spot checks during the day if misuse is suspected.
- Unlock pouches at the end of the day, if you hold an unlocking station.
- Report damage, missing pouches or misuse to Deputy Headteacher or Year Leaders.
- Keep your unlocking station secure and inaccessible to students.
- Staff must not use their own devices in view of students. Staff will need to speak to their Line Manager if a temporary exception is needed (see Staff Code of Conduct).

8. Expectations of Parents and Carers

- Ensure your daughter brings her pouch to school each day.
- Reinforce the message that phones must not be used during the school day.
- Accept that any damage to a pouch will result in parents purchasing a new one.
- Use the School Reception as the point of contact in emergencies; students are not directly contactable during the day.
- Follow the expectations set out in the 'Breaches of Policy' section.

9. Breaches of Policy – Sanctions - all students

Breach Type	Sanction
Phone not placed in pouch	Phone confiscated + parent to collect phone from the main reception
Attempting to cheat system (e.g. 2nd phone, unlock tools)	Phone confiscated + parent to collect phone from main reception + 30 minute After School Detention
Vandalism or damage to pouch	Replacement purchased by parent + After School Detention
Persistent non-compliance	Escalating sanctions including potential suspension

10. Emergencies

In an emergency, parents must contact the School Reception. If a student requires urgent contact with home, staff will facilitate this through the appropriate channels.

11. Exceptions

Any required exceptions (e.g. for medical or SEND reasons) must be agreed in writing with the **SEND**CO and **Headteacher**. These will be handled discreetly.

12. Monitoring and Review

This policy will be monitored by the Senior Leadership Team and reviewed annually by the Staff and Student Matters Committee or in response to updated DfE guidance.