

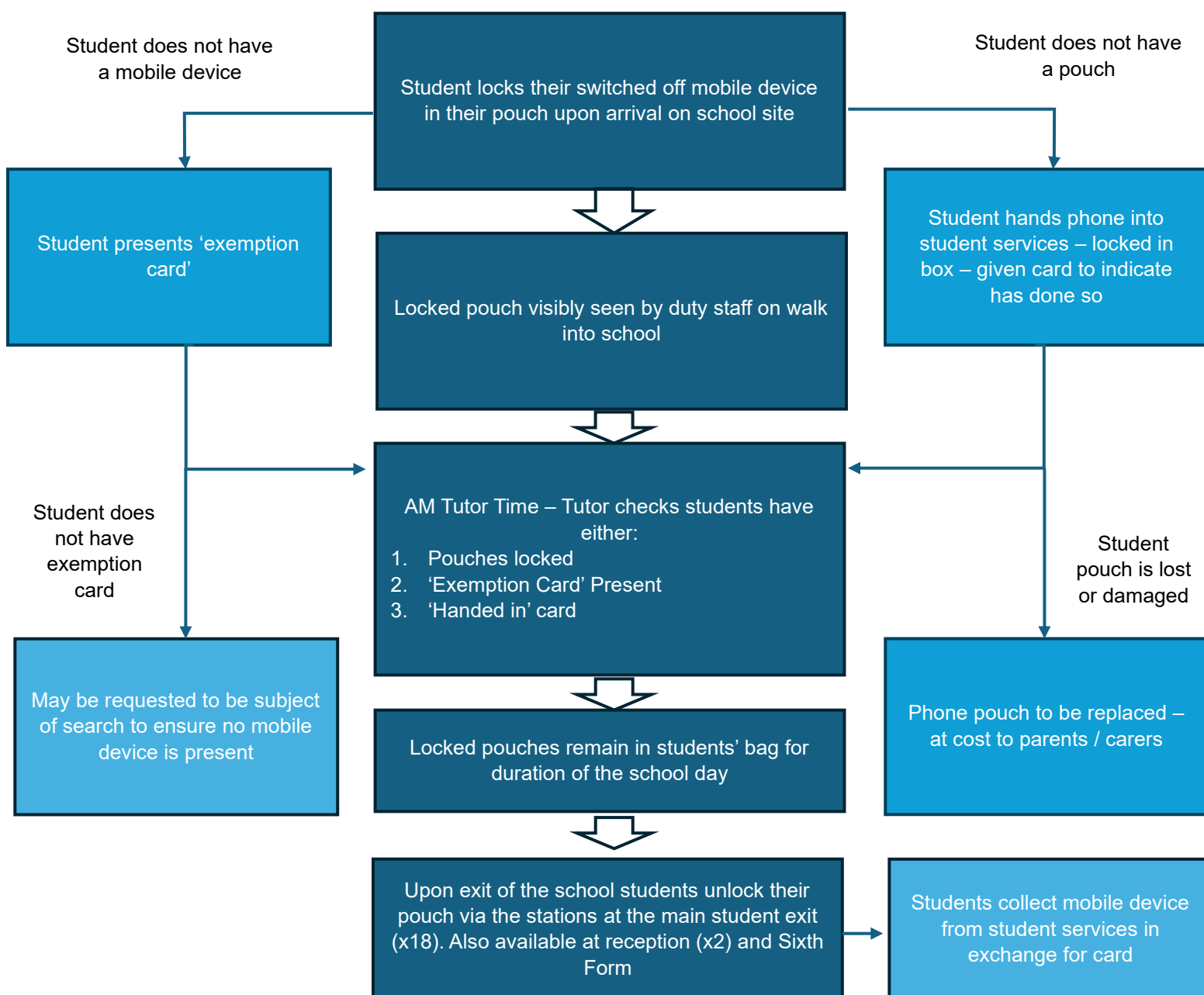


Mobile Phone Procedures at Thomas Gainsborough School

The decision to ban mobile phones throughout the school day is based on a growing body of evidence highlighting the negative impact of smartphones on student learning, wellbeing, and school culture. Key reasons include:

1. Mental Health and Well-Being
2. Improved academic performance
3. Enhanced focus and Reduced Disruption
4. Safeguarding and Online Safety
5. Equity and Inclusion

Process Flow Diagram





Mobile Devices

Throughout this document the term Mobile Device is used to denote all electronic devices that may cause a distraction to student learning within the school. This definition includes, but is not limited to the following:

- Mobile Phones
- Smart Watches able to send & receive messages, access social media or play music
- Headphones (including air pods, ear buds etc.)
- Tablets or other gaming devices

All of the above are banned items and therefore should not be present on school site unless locked in a mobile phone pouch.

Mobile Phone Pouches

All students at Thomas Gainsborough School (TGS) will be provided with a mobile phone pouch when they join the school. This pouch remains the property of TGS and will be returned to the school upon the student leaving the school roll.

If a student loses or damages their mobile phone pouch it is required that the pouch is replaced. The school will provide a replacement and parents / carers charged via Arbor Pay – current price is £11 for its replacement.

Responsibility for Devices

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.



Behaviour and Logistic

The following has been added to our behaviour policy about mobile phones (insert below):

Mobile Phones & Other Electronic Devices

As part of USP, we will be taking part in the Trust approach to mobile phones and ensuring that students do not have access to mobile phones during the school day. The Trust policy and specific school procedures can be found in the [Thomas Gainsborough School Phone Policy document](#).

This approach ensures that the entire school day—from arrival to exit—is free from the distractions that mobile phones can cause. Research shows that phones, even when not in use, reduce attention and hinder learning. By removing this barrier, we help students concentrate more fully, engage more deeply in lessons, and develop positive learning habits.

We recognise that many parents will want their children to have a mobile phone on their journey to and from school, and our policy on mobile phone use does not prohibit this.

During the school day, mobile phones, smartwatches, headphones, Air pods, and other electronic devices are classed as banned items. Further information about banned / inappropriate items can be found in the appropriate section of this document.

As per the Mobile Phone policy, mobile phones, and other electronic devices, when brought into school, will be stored in lockable phone pouches. The phone pouch will be locked and checked in morning registration and unlocked, via the designated unlocking station at the end of the school day.

Any student who is found to have engaged in the behaviours relating to mobile devices that are in contradiction to the policy of the school will receive a zero-tolerance consequence in line with this policy. These behaviours are, but not limited to:

- being found to have used, or suspected to have used a mobile device
- being in possession of a mobile device, not in a locked pouch without prior exemption
- being found to have used or suspected to have used a device to 'unlock' pouches during the school day with the aim of gaining access to their phone
- being found to have placed an alternative phone or substitute device in the pouch to ensure access to their main phone is maintained

In an instance when a student contravenes the schools' policy on mobile devices, they will receive the following sanction in line with our behaviour policy:

- 1-day internal suspension, served in the Reflection Room
- Confiscation of the mobile device until the end of the school day



Where students refuse to comply with the sanctions in place, a further, escalated sanction may be applied.

Where offences are repeated / persistent the school will confiscate the phone for 24 hours, to be collected by parents.

To ensure compliance with the schools' policy on mobile devices the school may search individual students to check for the presence of a mobile device. Details of the schools' approach to searches and confiscation are outlined in the appropriate section of this document.

Confiscated phones will be stored in Student Services. Lost phones should be returned to Student Services. The school will then attempt to contact the owner. The school cannot be held responsible for any personal items brought onto site. Any damage or loss to such items therefore is the responsibility of the student.

Students Leaving School Early

All students leaving school before the end of the day will do so via main reception. Mobile phone pouch unlocking stations are available via the reception staff for students to use.

Students Late to School

Students who are late to school should follow the procedures as set out below:

| | |
|--|---|
| Students late to school but during AM registration | Enter via student entrance. Lock mobile device in pouch and checked by attendance team. Tutor checks on arrival to registration. |
| Students late to school after AM registration | Enter via main reception and lock pouch. Proceed to Attendance office where pouch is checked, or phone handed in if student does not have a pouch |



Exceptions to the Mobile Phone Policy

Sixth Form

Sixth-form students are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other students.

Therefore, they are only permitted to use their mobile phones out of sight of younger students within the sixth form study and social spaces.

Misuse of mobile phones by students in the sixth form will lead to sanctions according to our behaviour policy.

In all other areas of the school, mobile devices belonging to sixth form students should not be used and should be safely secured in the students' bag.

Medical Exemptions

As per the Unity Schools Partnership Policy for Mobile phones exceptions will exist. These exceptions may include medical use such as those that use a mobile device to track conditions such as diabetes. If you believe that you have an exception that needs to be considered, please contact Amanda Forster aforster@tgschool.net

Students granted an exception will be provided with a mobile phone pouch to store their mobile device in. These specialist pouches are unlockable by the student. This ensures students have access to their device for the required purposes but is inclusive in line with the whole school approach.

Any students who are given an exemption to have access to their mobile phone must only use it for the purpose it is intended. Permission is not given for students to access their phone for any other reason than the reason for exemption. Students found to be using their phone inappropriately will be subject to the sanctions within this policy and the school behaviour policy.

Trips and Visits

Where trips and visits are taking place for educational reasons mobile phones may be allowed. As a school we will communicate with you in the following manner:

- Formal, written notification in the trip instructions letter



Key Staff Within the School Include

| Staff | Role and/or Responsibility |
|---------------------------------|--|
| All Staff | To promote the principles of Unity Schools Partnerships Approach to Mobile Phones |
| Heads & Deputy Heads of Year | To ensure compliance with the policy by their year group. Work with parents to resolve issues. |
| Form Tutors | Daily checks of students pouches to ensure compliance. Notify Year leads of patterns and trends identified |
| Student Services Team | Co-ordinate the process for students handing in their phones when they do not have a pouch |
| Attendance Team | Check pouches are locked for those students arriving after registration |
| Reception Staff | Support students to unlock their phone pouch if leaving site before the end of the day |
| Daily Duty Staff | To monitor process around locking and unlocking of pouches at the start and end of day. |
| Middle & Senior Leadership Team | Support all staff to ensure the policy is followed |

Monitoring

Simon Hibbert – Deputy Headteacher. will support the monitoring of this policy as per the Unity Schools Partnership Mobile Phone Policy