Charitable Objects of St. Catherine's School- *The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day School or Schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

ST CATHERINE'S SCHOOL BRAMLEY

WHOLE SCHOOL MOBILE PHONE AND PERSONAL DEVICES POLICY

'Believe… Achieve… Succeed'

Policy Holder	Tracy Evans
Date Approved	August 2026
Approval	Pastoral and Wellbeing Committee
Date for next review	August 2027

This policy will be reviewed annually or sooner if there are statutory revisions.

This policy is based on statutory guidance from the Department for Education (DfE) on mobile phones in schools. This policy should be read in conjunction with the following policies: Safeguarding and Child Protection Policy, Prep School and Senior School Behaviour Policies, Health and Wellbeing Policy, Staff Code of Conduct Policy.

The Policy

At St Catherine's School, we recognise that mobile phones and personal devices are an important part of modern life. They can support communication, organisation and learning when used appropriately. However, they can also be a significant source of distraction, reduce social interaction, impact wellbeing and create safeguarding concerns.

This policy seeks to promote a culture where pupils in the Prep School and Senior School are fully engaged in school life, develop positive relationships and are present in their learning and wider community. References to mobile phones and personal devices within this policy include smartwatches,

personal tablets and any portable electronic or wearable technology with similar functionality to a mobile phone.

Guiding Principles

Our approach to mobile phones and personal devices supports the St Catherine's School values of:

- Kindness by encouraging face-to-face interactions and reducing opportunities for unkind online behaviour during the school day.
- Connection by promoting engagement with peers, staff and the wider school community.
- Forward Thinking by helping pupils develop healthy digital habits and self-regulation.
- Responsibility by encouraging pupils to use technology appropriately and safely.

Yondr Pouch System in the Senior School

All pupils in U3-U5 (Years 7 – 11) are required to place their mobile phones into their Yondr pouch at the start of the school day. Mobile phones should be secured in Yondr pouches during morning registration.

Form tutors will check that:

- Pupils have a Yondr pouch.
- Devices are switched off and securely locked away.
- Pupils are complying with the policy.

The Yondr pouch remains in the pupil's possession throughout the school day; however, the device must remain locked within the pouch unless instructed otherwise by a member of staff.

Unlocking Yondr Pouches

Pupils may unlock their Yondr pouches to access their mobile phones at the end of the school day using the designated unlocking stations located at:

- School exit points.
- The School Office.

Pupils are responsible for unlocking their own pouches at the end of the day.

Exceptional Circumstances

There may be occasions when a personal device needs to be accessed during the school day.

Examples may include:

- Medical needs.
- Travel arrangements.
- Educational activities authorised by staff.
- Emergency situations.

In these circumstances, devices may be unlocked at the discretion of a member of staff.

Any such access should be for the minimum time necessary.

Sixth Form (L6 and U6)

As senior members of the school community, Sixth Form students are entrusted with greater responsibility regarding the use of mobile phones and personal devices.

This trust is accompanied by clear expectations.

Sixth Form students may use their mobile phones only in:

- The Sixth Form Library (SHLib) as a study aid and with due consideration to those studying.
- The Sixth Form Common Room.

Mobile phones should not be used:

- In classrooms unless expressly permitted by staff.
- In corridors.
- During assemblies.
- In the Dining Hall.
- In Chapel.
- In other communal areas of the school.

Sixth Form Drivers

Students must not use a handheld mobile phone while driving.

This includes using a mobile phone for:

- calls;
- messaging;
- social media;
- taking photographs or videos;
- changing music;
- navigation where this requires handling the device.

Students should ensure that their mobile phone is safely put away before driving.

Sixth Form students are expected to model positive digital behaviours for younger pupils and demonstrate maturity in their use of technology.

Failure to do so may result in sanctions being applied.

Boarders

Boarding pupils are subject to additional expectations regarding mobile phone and personal device use outside the school day.

These arrangements are set out separately within the Boarding Handbook and Boarding House guidance.

Boarders should familiarise themselves with both documents and ensure they comply with the expectations applicable to their boarding house.

Sanctions in the Senior School

Compliance with the Mobile Phone Policy is an important part of maintaining a focused and distraction-free learning environment.

Pupils who fail to comply with the policy may receive an instant detention or other sanctions in line with the Behaviour Policy.

Examples may include:

- Failure to secure a device in a Yondr pouch.
- Tampering with or attempting to bypass a Yondr pouch.
- Using a personal device without permission during the school day.
- Possession of a secondary mobile phone
- Failing to follow instructions regarding personal device use.
- Using a personal device in an unauthorised area.

Repeated breaches may result in escalating sanctions and parental involvement.

The school reserves the right to confiscate personal devices where appropriate.

Mobile Phones and Personal Devices in the Prep School

Pupils should not bring mobile phones and personal devices into school unless there is a genuine and agreed need to do so. School managed iPads are available for class use and will be directed and supervised by staff.

However, any pupil who requires a mobile device due to exceptional circumstances, for example to support after-school transport arrangements, must hand the device to their form teacher at the beginning of the school day.

Form teachers will check that:

- Devices are stored securely
- Pupils are complying with the policy

Any devices are returned to pupils at the end of the day.

Whilst every effort will be made to store devices securely, pupils bring devices to school at their own risk and the school cannot accept responsibility for loss, theft or damage except where required by law.

Exceptional Circumstances

There may be occasions when a device needs to be accessed during the school day.

Examples may include:

- Medical needs.
- Travel arrangements.
- Emergency situations.

In these circumstances, devices may be accessed at the discretion of a member of staff.

Any such access should be for the minimum time necessary.

Sanctions in the Prep School

Compliance with the mobile phone policy is an important part of maintaining a focused and distraction-free learning environment.

Pupils who fail to comply with the policy may receive sanctions in line with the Behaviour Policy.

Examples may include:

- Failure to hand in a device
- Bringing a device into school that is not required
- Using a personal device during the school day

Repeated breaches may result in escalating sanctions and parental involvement.

The School may confiscate and securely retain a device where there is reasonable concern that:

- the policy has been breached;
- the device has been used inappropriately;
- there is a safeguarding concern; or
- further investigation is required under the Behaviour or Safeguarding Policy.

Parents will be contacted where a device has been confiscated or where there are concerns regarding a pupil's use of a device.

Mobile Devices in Early Years Foundation Stage

No mobile devices are permitted within the Early Years setting. These devices are securely stored away from the classroom during the school day. Personal devices must not be used to take photographs or recordings of pupils.

Photography, Recording and Sharing Content

Pupils must not use personal devices to photograph, film or record members of the school community without permission.

Images or recordings of pupils, staff or visitors must not be shared on social media or other online platforms without appropriate consent.

Any misuse of images, recordings or online communication may constitute a safeguarding concern and will be investigated in accordance with the School's Safeguarding and Child Protection Policy and Behaviour Policy.

Educational Use of Technology

The school recognises that technology can be a powerful educational tool. Staff may authorise the use of mobile phones or personal devices for specific educational purposes where this adds clear value to learning.

Such use will be directed and supervised by staff and should not be regarded as a general exemption from this policy.

Staff Mobile Phone and Personal Device Use

Staff play an important role in modelling appropriate and responsible technology use.

Staff must ensure that mobile phone and personal device use does not compromise supervision, safeguarding responsibilities or professional conduct. Staff are encouraged to:

- Limit personal mobile phone use during the school day.
- Avoid unnecessary use of mobile phones in the presence of pupils.
- Avoid having mobile phones visibly on display in communal areas where possible.
- Demonstrate the same positive digital habits expected of pupils.

In particular, staff should avoid mobile phone use in front of pupils, for example in:

- The Dining Hall.
- Assembly spaces.
- Chapel.
- Learning spaces, corridors and communal areas.

Exceptions may apply where mobile phones are being used for legitimate professional purposes, including:

- Accessing registers.
- Authentication purposes if necessary to access the School systems
- Accessing pupil information.
- Communication relating to school business.
- Educational activities.
- PE, trips, fixtures or activities where access to information is required away from classrooms and offices.
- Emergency procedures or safeguarding matters.

Professional judgement should be exercised at all times. In such circumstances, it would be helpful for staff to explain their mobile phone use to pupils.

Staff must not use personal devices to photograph, record or store images of pupils unless specifically authorised under school procedures.

Visitors, Volunteers and Contractors

Visitors, volunteers and contractors must comply with school safeguarding procedures regarding mobile phones and personal devices whilst on site.

Personal photography or recording is not permitted without authorisation.

Supporting Healthy Digital Habits

This policy is not intended to discourage the positive use of technology. Rather, it seeks to create a healthy balance between the benefits of digital devices and the opportunities provided by school life.

By reducing distractions during the day, we aim to support pupils in developing stronger relationships, greater engagement in learning, improved wellbeing and responsible digital habits that will serve them well beyond their time at St Catherine's School.