



Leigh Academy
Longfield

Mobile Phone & Earphone Policy

September 2025

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L Anderson

Mobile Phone Policy

The academy has a clear policy on mobile phones, earphones (e.g. “airpods”) and other similar electronic devices. They must not be seen or heard in the academy and any member of academy staff has the right to confiscate the device if they are seen or heard. We enforce this policy in line with government expectations of UK schools, but also to create a safe culture of disruption-free learning.

Academy expectations

- Students may bring mobile phones to school but once they enter the building, they must be switched off and out of sight at all times, being neither seen nor heard. If they are seen or heard, they will be confiscated.
- Devices should be switched off to ensure that they do not go off.
- Students are not allowed to wear headphones/earphones of any type. These will also be confiscated.
- Using a mobile phone to play or listen to music is prohibited at any time within the academy.
- Using a mobile phone for any reason at break and lunchtime is also prohibited.
- Post-16 students may use their mobiles at break and lunchtime, but only in the sixth form common room or if they have signed out and left through the community entrance (and so are “off site”).
- Gaming devices are not allowed on the academy site.
- Students are not allowed on their phones until their exit from the building at the end of the school day.

The role of students

Students are required to comply with the mobile phone policy at all times to ensure that we can maintain a disruption-free learning environment. Apart from where a student has a specific medical need for which they have authorisation to use their phone for checking purposes (see section below on this), students are expected to have all personal electronic devices turned off and out of sight at all times.

In the event a student needs to make contact with home during the academy day, they should speak to their college admin team who will assess the situation and take appropriate action.

The role of parents/carers

[UK Government guidance](#) states that parents/carers have an important role to play in supporting the academy: *“Parents have an important role in supporting the school’s policy on prohibiting the use of mobile phones and should be encouraged to reinforce and discuss the policy at home”*.

The academy acknowledges that there may be occasions when a parent/carer needs to relay an urgent message to a child. Contacting them directly via their mobile phone is not appropriate, as it would mean the child is being encouraged by the parent/carer to breach the academy mobile phone policy. Students will be sanctioned inline with the academy behaviour policy for use of mobile phones irrespective of the reason. The same government guidance goes on to advise that: *“Where parents need to contact their child during the school day, they should be directed to the school office, where staff should be aware of the school’s policy on relaying messages and facilitating contact”*. Should a parent/carer need to urgently contact their child, they should contact the academy main reception or the relevant college admin office.

Allowances for children with medical needs

The academy recognises that some students may have a genuine medical need for which they must make occasional use of their mobile phone or other type of device. For example, diabetic students who need to check blood sugar levels.

A student must have specific authorisation from the Principal in order for this to be permissible.

Parents/carers do not have the authorisation to allow their child to do so without approval from the academy. If the Principal approves the use on medical grounds, it will be included within a student's medical records. If the student is caught using their mobile phone for any other purpose, it will still be sanctioned following the behaviour policy sanction system, but it will not be confiscated from the student.

Searching and confiscating devices

The academy reserves the right to search a student if there is sufficient reason to do so. For example, a search may be carried out if a student claims to not have a mobile phone despite a member of staff attempting to confiscate it in line with the policy.

It must be noted that the academy has a legal right to confiscate a phone if this policy is breached as per section 91 of The Education and Inspection Act 2006, and neither the staff member nor the academy is liable for the mobile being lost, damaged or stolen (section 94, The Education and Inspection Act 2006).

Sanctions

The table shown on the next page, outlines the procedure the academy will follow when sanctioning students for a mobile phone being seen or heard, contrary to the above policy. Students who repeatedly breach this policy will receive additional sanctions, in line with this table.

It is important to note the following regarding this table:

- The sanction escalation tracker will “reset” for all students at the end of every module.
- In the event a child receives more than four sanctions for a mobile phone confiscation, the fourth level sanction will continue to recur for each subsequent sanction until the reset (see above point).
- Students who blatantly disregard academy policy and choose to use their phone as an act of defiance will be sanctioned with a suspension, irrespective of their status on the tracker.

Sanctions table

	If the student hands the device over	If the student refuses to hand over the item at the time of confiscation
1st sanction <i>Confiscation</i>	If it is seen or heard, the mobile phone/earphones will be confiscated by a member of staff and kept in the relevant college admin office until the end of day. Students will be able to collect it from 3.20pm, and at 2.05pm on Wednesdays.	First refusal to hand over the device will result in an internal exclusion.
2nd sanction <i>Confiscation & after-school detention</i>	For a second offence, if it is seen or heard, the mobile phone/earphones will be confiscated by a member of staff and kept in the relevant college admin office until it is collected by parent/carer. The student will receive an after-school detention (45 mins).	Second refusal to hand over the device will result in a multiple day internal exclusion.
3rd sanction <i>Confiscation & Principal's detention</i>	For a third offence, if it is seen or heard, the mobile phone/earphones will be confiscated by a member of staff and kept in the relevant college admin office until it is collected by parent/carer. The student will be given a principal's detention (75 mins).	Third refusal to hand over the device will result in a parental meeting being held, mobile phone agreement (appendix 1) initiated and a multiple day internal exclusion.
4th or more sanction <i>Confiscation & IER. The student will be required to hand their phone in every day.</i>	For a fourth offence, if it is seen or heard, the mobile phone/earphones will be confiscated by a member of staff and kept in the relevant college admin office until parent/carers attend a meeting with the College Leadership Team. The student will also receive an internal exclusion, and be required to hand the mobile phone/earphones in every day to the college admin for a determined period.	Fourth refusal to hand over the device will result in a suspension.

Appendix

Appendix 1: Mobile Phone / Earphone / Portable Electronic Contract



Mobile Phone / Earphone / Portable Electronic Contract

This contract is to be signed by the student and their parent/carer.

Student's Name		Date of meeting	
Tutor group		Time of meeting	

Once a student and parent/carer has signed a contract promising to follow the academy's Mobile Phone and Earphone policy, further breaches of the agreement could put a student at risk of being suspended for a fixed term or permanently from the academy. Students are required to comply with the policy at all times to ensure that we can maintain a disruption-free learning environment. Apart from where a student has a specific medical need for which they have authorisation to use their phone for checking purposes (see section below on this), students are expected to have all personal electronic devices turned off and out of sight at all times.

1. Students may bring mobile phones to school but once they enter the building, they must be switched off and out of sight at all times, being neither seen nor heard. If they are seen or heard, they will be confiscated.
2. Devices should be switched off to ensure that they do not go off.
3. Students are not allowed to wear headphones/earphones of any type. These will also be confiscated.
4. Using a mobile phone to play or listen to music is prohibited at any time within the academy.
5. Using a mobile phone for any reason at break and lunchtime is also prohibited.
6. Post-16 students may use their mobiles at break and lunchtime, but only in the sixth form common room or if they have signed out and left through the community entrance (and so are "off site").
7. Gaming devices are not allowed on the academy site.
8. Students are not allowed on their phones until their exit from the building at the end of the school day. The policy is suspended after 4pm as we appreciate students who are staying later for intervention and clubs may need to make contact home and admin offices are likely to be closed.

I agree to handing my mobile phone/earphones (delete as appropriate) into my college admin everyday from _____ to _____. I understand if I am seen/heard using a mobile phone/earphone in the academy during this time period that it may result in a suspension.

Student Signature

Date:.....

Parent/Carer Signature

Date:.....