ST PAUL'S CATHOLIC COLLEGE



Mobile Phone Policy

Reviewed	**October 2026**
Approved By	**Headteacher**
Next Review Date	**October 2029**

St Paul's Catholic College

Mission Statement

St Paul's is a community of faith, echoing St Paul's letter to Timothy where - as pillars of Christian living - he stresses "love, service and doing the best possible."

Rooted in Catholic tradition, our school is dedicated to faith formation, ensuring Christ is at the centre of our community and our learning.

We develop students' full potential so that they can achieve excellence and learn to serve, living out Catholic Social Teachings.

Achieving Excellence, Learning to Serve



St. Paul's Catholic College operates a mobile phone-free environment at all times when on school site and within the school gates. This includes all extra-curricular clubs and in some cases school trips. While students are permitted to bring mobile phones to school, it is the students' responsibility to ensure that their mobile phone is switched off and securely stored in a pouch at the start of the school day before entering the school site.

Each student is responsible for bringing their pouch to school daily and for maintaining it in good working condition. Students must carry the locked pouch in their school bag throughout the school day. Staff will conduct pouch checks during which students will be required to demonstrate that their phone is properly secured in their locked pouch. Students who do not have a mobile phone are not required to purchase or carry a pouch. However, parents must notify the school by completing the no mobile phone 'Declaration Form' confirming that their child will not be bringing a mobile phone onto school premises. If this changes, a pouch must be purchased before a phone can be bought on to site.

At the end of the school day, students will be able to use one of the many unlocking stations positioned outside of the school site to unlock their phone. The unlocking stations will not be accessible until 3:00pm, or when a student leaves school site if after a club or activity. If a student needs to leave the site before the end of the day, unlocking stations can be used on exit.

Please find below the St. Paul's mobile phone routine for students:

- As they enter school students will switch their phone off, unlock their pouch and put the phone in their pouch. They then lock it and the pouch must be placed in their school bag.

- When students exit the school site, they unlock their pouch and take out their mobile phone via one of the unlocking stations positioned outside the North and South Site gates. They should then close their pouch and place this into their school bag ready for the next day.

- Sixth Form students are allowed to have their mobile phones out in Sixth Form Canteen and SR1, SR2 and, during lesson times, in the LRC. They are not allowed to have phones visible anywhere else on the school site, unless authorised by a member of staff. If a Sixth Form student is seen using their mobile phone at any point during the school day other than in the designated areas, they will have the phone confiscated and it can be collected at the end of their day from the Sixth Form team.

- Adaptations will be made for students with medical conditions (such as diabetes) who require their phone in order to manage their condition.

- St. Paul's recognises that on occasions students may need to contact a family member in an emergency. If this is the case, they should go to Student Services during break and lunch or speak to a member of the pastoral team (Head of Year or Senior Leadership Team) and if necessary, will be allowed to use a phone to contact their family. If a parent or carer needs to speak to their child due to

an emergency during the school day then it must be via the school Reception, who will ensure that the child receives the message.

Failure to follow the school's mobile phone policy:

To ensure the success of our mobile phone-free environment, the following procedures and sanctions apply when expectations are not met.

Behaviour	Response
Pouch not brought into school	Students must store their phone at South Site reception as soon as they arrive to school. They will receive a 20-minute after school detention that day and their phone can be collected at 3:20pm. Repeated breaches lead to escalating sanctions.
Pouch damaged or lost	A replacement pouch must be purchased from WisePay, (£9.99 plus 10p admin WisePay admin cost) and the Head of Year must be informed. Until the new pouch is purchased, phones will be handed into reception and collected at 3:20pm. Intentional or repeated damage may result in a Friday 60-minute detention, internal exclusion, or suspension.
Phone seen during the day (not in pouch)	**First breach:** Phone confiscated (returned the next school day at 3:00pm*), 60-minute detention on Friday of that week, parents will be informed. **Second breach:** Confiscation (returned on the Friday of that week at 3:00pm*), 1-day internal exclusion until 4pm, parents will meet with the Head of Year or SLT that week. **Third breach:** Confiscation (returned five days after the confiscation at 3:00pm*), 2-day internal exclusion until 4pm (or fixed term suspension), parents will meet with the Head of Year or SLT that week before the student returns to lessons.
Phone on site despite declaration of no phone	Confiscation (returned five days after the confiscation at 3:00pm*), 2-day internal exclusion until 4pm (or fixed term suspension), parents will meet with the Head of Year or SLT that week before the student returns to lessons.

Please note that Parents/Carers will no longer be able to collect phones for students at the end of the day.

***** Please note that more severe or flagrant breaches of the rules could result in further sanctions.***

Please be advised that if the school has reason to believe a student may have breached the mobile phone policy, a routine check of the student's bag and blazer may be carried out in line with our behaviour policy, and a metal detector wand may be used. As part of this process, students may also be asked to unlock their pouch. Additionally, in situations where there is a safeguarding concern, and the Pastoral and Safeguarding Team determine it is necessary to inspect a student's phone; the student will be required to remove their device from the pouch.