

LGA Student Phone Policy & Guidelines (Year 7 – 11)

2026-2027



This policy supports a calm, focused, and disruption-free learning environment. It also promotes positive wellbeing, social interaction and safeguarding by removing distractions and preventing misuse of mobile technology during the school day.

Phones are not to be used during school. Lynn Grove Academy is a 'no phone zone'. Every student is provided with a lockable pouch. It is each student's responsibility to bring their pouch with them to school every day and to keep it in good working condition.

If students choose to bring a phone/wearable technology to school, the phone must be turned off and placed in the provided phone pouch. The pouch must be locked, out of sight, and placed in the student's bag or blazer. If the phone pouch is seen, the phone/wearable technology and pouch will be confiscated in-line with our behaviour policy.

Daily Process

The school site is a 'no phone zone' at all times, including before and after the formal school day. **It is our legal duty to challenge students who are on their phones.**

Beginning of the Day

Students must bring their pouch to school with them each day. Pouches are expected to be locked at line ups, however the school is 'no phone zone' therefore if phones/wearable technology are seen before or after school, the phone/wearable technology will be confiscated and a sanction will be issued in-line with our behaviour policy. If a student refuses confiscation, then this will be escalated further in-line with the behaviour policy.

School Entrance

As students arrive to school they will:

- 1) Respect that LGA is a 'no phone zone'.
- 2) Ensure that their mobile phone/wearable technology is turned off.
- 3) Show their form tutor that their phone is switched off and then lock their phone and wearable technology into their pouch. This will happen during equipment/uniform checks at morning line ups.
- 4) The pouch will be stored in their school bag or blazer for the day, until they leave the school site.

Breakfast Club:

As students arrive to school for breakfast club they will:

- 1) Respect that LGA is a 'no phone zone'.
- 2) Ensure that their mobile phone/wearable technology is turned off.
- 3) Phone pouches will not be checked until line ups; however, if a phone/wearable technology is seen or heard, it will be confiscated and a sanction will be issued in-line with our behaviour policy. If a student refuses confiscation, then this will be escalated further in-line with the behaviour policy.

End of the Day Students Will:

- 1) Open their pouch via one of the unlocking stations.
- 2) Remove their phone.
- 3) Close their pouch (Important to stop the pin bending in the bag).



4) Keep the pouch in their school bag or blazer overnight.

Late Starters or Early Leavers:

Students arriving late in the morning will be greeted on arrival by a duty member of staff. The staff member will operate the same procedure as above.

When students have authorisation to leave the site, they will be able to access an unlocking station via the main reception as they sign out.

Deliberate Damage/ Breaches:

Pouches will be checked daily to make sure they have not been damaged. There will also be random checks to school property carried out across the year.

Pouch Damage:

If a student makes a conscious decision to damage their pouch, the mobile/electronic device will be confiscated and stored securely until the end of the school day. We will notify parents via the Arbor notification system that the device will be available for parental collection only. School will not be able to facilitate collection before the end of the school day due to limited access to the school site. Please note that the phone will not be returned directly to the student as this can compromise our mobile phone free school environment. As the provided pouch is school property, any deliberate damage caused to the phone pouch is categorised as vandalism.

A sanction will be issued in-line with our behaviour policy which may include:

- Internal Suspension
- External Suspension
- Off Site Direction

Examples of damage:

- Ripped fabric
- Cut
- Torn
- Bent/cut pin
- Signs of force to black button on flap
- Damage to the black ball
- Pouch opens without unlocking station
- Graffiti

Accidental Damage:

Notify the school immediately explaining what has happened. If any damage is spotted at a pouch check it will be considered intentional unless the student has raised it previously. The student will still be expected to replace their phone pouch in line with this policy. A £18 fee for a replacement pouch. These will be available to purchase from Arbor Pay.

Phone seen during school:

If a student is found in possession of a phone outside of a locked pouch, the phone will be confiscated and a sanction will be issued in-line with our behaviour policy.

If a student refuses confiscation, then this will be escalated further in-line with the behaviour policy.

Phone heard during school:



If a student phone or wearable technology is heard during the school day, the phone will be confiscated and a sanction will be issued in-line with our behaviour policy.

If a student refuses confiscation, then this will be escalated further in-line with the behaviour policy.

Phone Pouch Expectation:

Phone pouches are a mandatory component of the LGA uniform and required equipment. All students must bring their phone pouch to school each day and ensure it is with them at all times.

Forgotten Pouch:

If a student forgets their pouch, their phone and wearable technology will be collected. We will notify parents via the Arbor notification system that the device will be available for parental collection only. School will not be able to facilitate collection before the end of the school day due to limited access to the school site. Please note that the phone will not be returned directly to the student as this can compromise our mobile phone free school environment.

Lost Pouch:

If a student loses their pouch, their phone and wearable technology will be collected. We will notify parents via the Arbor notification system that the device will be available for parental collection only. A £18 fee for a replacement pouch. These will be available to purchase from Arbor Pay.

Unlocking Stations:

If a student is found in possession of an unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a serious breach and could lead to a suspension. To support the effective implementation of this policy, the school may carry out searches for mobile devices in accordance with statutory guidance and the school behaviour policy.

Phone Confiscation (and wearable technology):

Confiscated mobile phones and wearable technology will be placed in an envelope with the student's name and form group on and placed in the designated cupboard where it will be locked away until collected. If needed, the student will be allowed to use an Academy phone to contact their parents/carers before they leave school.

The student will receive negative college points for phone/wearable technology confiscation. Failure to hand over a mobile phone will be escalated further in-line with the behaviour policy.

All confiscated phones/wearable technology will require parental/guardian collection. Collection will be available 3pm-4pm (2pm-2.30pm on a Wednesday) and 8am-8.30am only at the main reception. **There will be a senior member of staff on duty at the main reception from 3pm-3.30pm (2pm-2.30pm on a Wednesday) to support.**

Suspected Phone:

If there are reasonable grounds to suspect that a student is in possession of a mobile phone (a prohibited item) that is not secured in a phone pouch, the student may be searched using a hand-held metal detector (wand). Such a search will be conducted in the presence of two members of staff, and parents/carers will be informed.

Emergency Messages:



If parents/guardians need to get an urgent message to their child during the school day, please contact the main reception. Reception staff will ensure that genuine emergency messages are passed on promptly.

Examples of emergency messages include a serious family illness or emergency, unforeseen circumstances or any situation that requires your child to be informed immediately for their welfare or safety. Messages that can wait until the end of the school day, when students have unlocked their phone pouches, are not considered emergencies. These include routine updates such as changes to pick-up arrangements, reminders to catch a different bus or asking your child to call home after school.