



Student use of Mobile Phones and Smart Devices – Local School Arrangements

Kellington Primary School

1. Purpose

This appendix sets out how the Yorkshire Learning Trust expectation of a phone-free school day for students is implemented at **Kellington Primary School**. It should be read alongside the Trust-level Student Mobile Devices Statement and the school's Behaviour Policy.

The aim is to ensure a calm, safe and focused learning environment, with clarity and consistency for pupils, staff and families.

This approach reflects the Department for Education's guidance on mobile phones in schools, which sets a clear expectation that schools should operate as phone-free environments by default, with any exceptions applied only where there is a clear, documented reason. The school's arrangements are designed to support pupils' learning, behaviour, wellbeing and safeguarding, while ensuring clarity and consistency for staff and families.

2. Devices covered

Our local school arrangements apply to:

- mobile phones and smartphones
- smart watches and similar wearable technology
- tablets and personal devices capable of messaging, recording, internet access or notifications
- headphones or earbuds when connected to personal devices

(Any device that performs the function of a mobile phone is treated as a mobile phone.)

3. Core rule: phone-free means no access

Pupils must not access or use mobile phones or any included devices at any point during the school day, including:

- lessons
- movement between lessons
- breaktimes and lunchtime

Phones must **not** be used:

- as calculators
- for research
- for timetables or organisation
- for music, photos or videos

There are no routine circumstances in which pupils are expected or permitted to use phones and other mobile devices during the school day, apart from those exceptions specifically outlined in section 8 of this statement.

4. Bringing devices onto site (travel and safety)

The school recognises that some pupils require mobile phones for travel or family safety reasons.

Pupils may bring a phone onto the school site, but it must:

- be switched off (not silent or flight mode)



- be out of sight at all times
- be securely stored from arrival until the end of the school day

At **Kellington Primary School**, this means phones must be stored:

- in a locked drawer in the leadership office
- in a locked drawer in the admin office

5. Enforcement: “if it’s seen or heard, it’s confiscated”

If a phone or included device is:

- seen
- heard
- used
- or accessed in any way

it will be confiscated immediately by a member of staff.

Staff are not required to investigate intent or negotiate. The rule is applied consistently to ensure fairness.

6. Return of confiscated devices and escalation for repeated unauthorised use

Confiscated devices are returned in line with the following escalation:

First incident

- device confiscated
- returned to the pupil at the end of the school day

Second incident

- device confiscated
- returned to a parent/carer only

Repeated incidents

- device confiscated
- further sanctions applied in line with the Behaviour Policy
- the school may require a temporary daily hand-in arrangement or other agreed measure

If students do not comply with confiscation it will be treated as a behaviour issue.

Should there be a period of compliance between incidents, the school will consider discretion to reset to a previous level of escalation.

7. Safeguarding

If any device raises safeguarding concerns (for example, content, images or messages), this will be handled in line with the school’s Safeguarding and Child Protection Policy.

The school will not search devices unless lawful and appropriate to do so.

8. Reasonable adjustments and exceptions

Exceptions are rare and apply only where there is a clear, agreed need (for example medical or safeguarding reasons).

Any exception must:

- be agreed in advance by senior staff
- be clearly documented



- specify when, where and how a device may be used

Staff will be informed of agreed exceptions to ensure dignity and consistency. At all times, it is expected that any student allowed an adjustment would still comply with the spirit and principle of this statement.

9. Staff expectations

All staff are expected to:

- enforce the approaches outlined in this statement consistently
- apply confiscation calmly and professionally
- avoid discretionary exceptions
- support pupils in understanding the purpose and benefits of a phone-free school day

Consistency across lessons, social times and staff teams is essential.

10. Communication and review

These school level arrangements are:

- shared with pupils and parents/carers
- reinforced at key transition points
- reviewed periodically to ensure it remains effective