



Mobile Phones and Smart Device Policy

TADCASTER GRAMMAR SCHOOL

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1. Purpose

This appendix sets out how the Yorkshire Learning Trust expectation of a phone-free school day is implemented at **Tadcaster Grammar School**.

It should be read alongside the Trust-level Mobile Phones 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

Any device that performs the function of a mobile phone is treated as a mobile phone. School Chromebooks and 'Bring Your Own Device' arrangements are exempt.

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 during the school day.



4. Bringing phones 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 **Tadcaster Grammar School**, this means phones must be stored in the pupil's bag (not pockets) after the warning bell at 8.20. They may use their phones on the school site after 3.10pm

5. Virtual travel cards, essential travel access and exceptions

Where pupils rely on digital travel tickets or similar arrangements:

- Phones must remain stored and switched off throughout the day
- Access to phones for travel purposes is permitted only at the end of the school day
- Pupils must follow the school's agreed end-of-day routine

Phones must not be accessed independently earlier in the day for this purpose.

Students who are required to use their mobile phones for medical reasons, such as checking blood sugar levels, must be registered as a user with their Year Team and First Aid.

6. Enforcement: "if it's seen or heard, it's confiscated"

If a phone or included device is:

- **Seen - out at all in school time**
- **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.

7. Return of confiscated devices

Confiscated phones are returned in line with the following escalation:

First incident:

- Phone confiscated and **lunchtime detention** issued
- Returned to the pupil at the end of the school day

Repeated incidents (2 or more in a half term):

- Phone confiscated and **after school detention** issued
- The school will insist on a temporary daily hand-in arrangement if a student does not comply with confiscation or has repeated incidents of phone use in a half term.



8. 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.

9. 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 Year Team
- 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.

10. Sixth form

At **Tadcaster Grammar school**, sixth-form students may access phones only in designated sixth-form spaces and at designated times. Sixth-form students must not use phones in areas shared with younger pupils. Designated spaces include common room and sixth form canteen.

11. 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.

12. 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