



St Leonards

St Andrews

Date last reviewed:	Date of next review:
June 2026 (The Head)	June 2027 (Deputy Head Pastoral)

Mobile Phone and Personal Device Policy 2026-27

1. Core principle

St Leonards is a **phone-free learning environment** during the school day.

The expectation is clear: **No phone seen. No phone heard. No phone used. No phone accessed.**

This policy supports learning, concentration, safeguarding, privacy, wellbeing, sleep and positive relationships.

2. Devices covered

This policy applies to mobile phones, smartphones, smartwatches, all wearables (e.g. Ray-Ban Meta glasses, AI pins, earbuds, AirPods, headphones) tablets, cameras, gaming devices and any personal device capable of communication, internet access, notifications, photography, audio recording or video recording. These are referred to as personal devices. Where a pupil has a clinical need to wear or access a smart or communication-enabled health device during the school day, the School will agree and record an appropriate exception in consultation with parents or guardians and relevant staff. This will ensure the pupil's medical needs are supported and that staff understand the agreed arrangements

3. Our school day

Our School day begins when a pupil arrives on the school site. It includes arrival, registration, lessons, assemblies, tutor time, study periods, break, lunch, movement between lessons, activities, fixtures, rehearsals, trips, meetings and all public areas of the School.

During the school day, personal devices must not be used, visible, heard, checked, carried in the hand, used for music, messaging, recording, taking images, used as a hotspot, or connected to the School WiFi without permission. A device ringing, vibrating, receiving notifications, being handled or being visible will be treated as a breach of this policy.

4. Learning devices

Mobile phones are not learning devices at St Leonards. Where digital technology is required, pupils must use their approved laptop or a school-provided device. Pupils may not use mobile phones as calculators, dictionaries, translators, cameras, timers, research tools or planners during the school day.

5. Day pupils: Junior School

Pupils in our Junior School must not have any mobile phones or personal devices at school, this includes all smart watches or those with any tracking or messaging function. If a parent wishes their child to have a phone for travel to and from school (e.g. on a bus), this must be:

- Switched off before entering the school site and remain off whilst on campus
- Handed into the JS Office immediately on arrival
- Collected only at the end of the school day or after school activities

Pupils in year groups from KG up to and including Year 5 do not need a laptop or tablet in school and will use the JS Chromebooks during the school day. The JS Home Learning policy is 'device free' and any home learning will be shared on paper and not require access to a digital space or device, thus giving parents control of device usage when at home. Year 6 pupils (2026-27) can bring their laptop or tablet to school for use in the classroom when directed by a teacher. Laptops and tablets are not to be used during after school activities, unless specifically instructed by the teacher (eg.coding club). From 2027-28, no JS pupil will require a personal device (laptop/tablet) in school.

6. Day pupils: Years 7–11 and Pre-IB

Pupils in Years 7–11 and Pre-IB must not use mobile phones or personal devices during the school day. If a pupil brings a phone or personal device to school, it must be:

- switched off before entering the school site
- placed immediately in the pupil's locker or handed in to the relevant school office

- kept there for the whole school day
- collected only at the end of the school day.

Pupils must not keep a phone or personal device on their person, in their blazer, in their pocket or in their school bag during the school day. The School strongly discourages pupils from bringing smartphones to school. Where a phone is necessary, a basic call-and-text phone is preferred.

7. Day pupils: Years 12–13

Sixth Form pupils are expected to model excellent conduct for younger pupils. Years 12–13 may retain phones during the school day, but phones must remain silent and out of sight except in designated Sixth Form areas set out by the Head of Sixth Form.

Sixth Form pupils must not use phones in classrooms, corridors, dining areas, queues, assemblies, the library, reception areas, offices, public areas of the School, or any area shared with younger pupils. Sixth Form pupils must not use phones in sight of pupils in Years 7–11. Sixth Form phone use is a privilege, not a right. Misuse will result in that privilege being withdrawn.

8. Contact during the school day

Pupils must not contact parents or guardians directly from personal phones during the school day. Parents and guardians must not contact pupils directly on personal phones during the school day. If a pupil needs to contact home, they must go to the School Office, Head of Year, Housemaster/Housemistress, or another appropriate member of House staff. If a parent or guardian needs to contact a pupil urgently, they must contact the School Office.

9. Exceptions

Exceptions may be agreed for medical needs, additional support needs, safeguarding reasons, young carers, travel or family circumstances, or other exceptional circumstances. Where an exception relates to a clinical or medical need, the School will work with parents or guardians, the pupil and relevant staff to agree and record the appropriate arrangements. All other exceptions must be agreed in writing by the Deputy Head Pastoral or a delegated pastoral lead, and a pupil may not decide for themselves that they are exempt from this policy.

10. Privacy, recording and safeguarding

Pupils must not photograph, film, record, livestream, share or upload images, audio or video of any pupil, member of staff, visitor or school activity without explicit permission from a member of staff. Personal devices must never be used in toilets, changing rooms, showers, medical areas, boarding bathrooms, bedrooms occupied by others, or any private or sensitive area. A breach of this section may be treated as a safeguarding matter, bullying, harassment, serious misconduct or a disciplinary matter.

11. WiFi, hotspots and filtering

Personal devices must not be connected to the School WiFi unless explicit permission has been granted. Pupils must not use personal hotspots, tethering, VPNs, proxy services or any other method to bypass the School's filtering, monitoring or network controls.

12. Examinations and assessments

Mobile phones, smartwatches, earbuds, headphones and any communication-enabled device are prohibited in all examinations and formal assessments unless they form part of an approved reasonable adjustment. Possession of such a device in an examination or formal assessment may be reported to the awarding body and may result in disqualification or no award.

13. Visits, fixtures, activities and transport

This policy applies on school visits, fixtures, activities and school transport unless the visit leader gives clear alternative instructions. Visit leaders may require phones to be handed in, switched off, stored collectively or used only at specified times. Pupils must not photograph, film or record others on trips, fixtures or transport without staff permission.

14. Confiscation and sanctions

All staff are required to enforce this policy consistently. If a pupil breaches this policy, the device will be confiscated immediately, and the incident recorded on Engage. The pupil must hand over the device without argument. Refusal to do so is a serious breach of school expectations and will be escalated immediately.

The normal consequences are:

First breach: device confiscated, breach recorded, device returned at the end of the school day.

Second breach: device confiscated, breach recorded, parent or guardian informed, device returned at the end of the school day.

Third breach: device confiscated, breach recorded, parent or guardian informed, pupil required to hand in their device every morning for a minimum of two school weeks.

Persistent breach: managed as a behaviour matter; phone privileges will be withdrawn for a longer period.

Serious breaches include refusal to hand over a device, recording without permission, use in private areas, bullying or harassment, sharing inappropriate material, bypassing filtering, use in an examination, or any use creating a safeguarding concern. Serious breaches may be escalated to the Deputy Head Pastoral, Senior Deputy Head or Head.

15. Multiple devices and spare phones

Pupils must disclose and hand in all phones and personal devices in their possession when required to do so. Keeping a second, spare or undisclosed phone or device in order to avoid school or boarding routines is a serious breach of trust. Where a pupil is found to have retained an undisclosed device:

- All personal devices will be confiscated immediately
- Parents or guardians will be informed
- The pupil will lose access to personal devices for a minimum of one week

Repeated incidents may result in a longer period of device restriction and further sanctions under the School's behaviour procedures. This applies to day pupils and boarders, and includes all devices covered by this policy.

16. Storage and responsibility

Pupils bring phones and personal devices to school at their own risk. The School accepts no responsibility for loss, theft or damage unless the device has been formally handed to a member of staff for safekeeping. Confiscated devices will be stored securely. Any personal device found unattended must be handed immediately to a member of staff or the School Office. Pupils must not handle, examine or retain a device belonging to another pupil.

17. Boarding: general expectations

Boarders must follow the school-day rules in full. During evenings and weekends, devices may be used only within House routines and only where use supports healthy sleep, wellbeing, prep, relationships and safety. House staff may impose additional restrictions where there are concerns about sleep, wellbeing, behaviour, safeguarding, academic work or responsible use. Boarders will have reasonable opportunities to contact parents and families privately, including appropriate consideration of international time zones.

18. Boarding: Years 7–9

Years 7–9 boarders must hand in devices every evening, seven days a week. Devices may be accessed (as determined by the Housemaster/Housemistress):

- for up to one hour after school on weekdays
- at weekends for two hours during the day
- at weekends for two hours during the evening (no later than 9pm)

Devices must be handed in before the evening routine and before lights out.

19. Boarding: Years 10–11

Years 10–11 boarders must hand in devices overnight every night. On Friday and Saturday evenings, House staff may allow extended use until the agreed weekend hand-in time. Devices must still be handed in overnight. House staff may require earlier hand-in or additional restrictions where concerns arise.

20. Boarding: Years 12–13

Years 12–13 boarders are expected to demonstrate mature and responsible use of devices. Devices may be retained in the evening, but use must not interfere with homework, sleep, wellbeing, House routines, relationships with others, or the privacy and safety of other pupils. Devices must not be used after lights out. House staff may require devices to be handed in overnight, charged outside bedrooms or restricted where concerns arise.

21. Responsibilities

Staff are required to support and enforce this policy consistently. Parents and guardians are expected to support the School by not contacting pupils directly during the school day and by reinforcing the policy at home. Pupils are responsible for ensuring that any device brought to school is switched off, stored correctly and not used during the school day.

22. Implementation and review

This policy will be explained to pupils at the start of the academic year and revisited regularly. The policy will be shared with parents and guardians before implementation. The policy will be reviewed annually by the Deputy Head Pastoral and may be amended during the year if required.