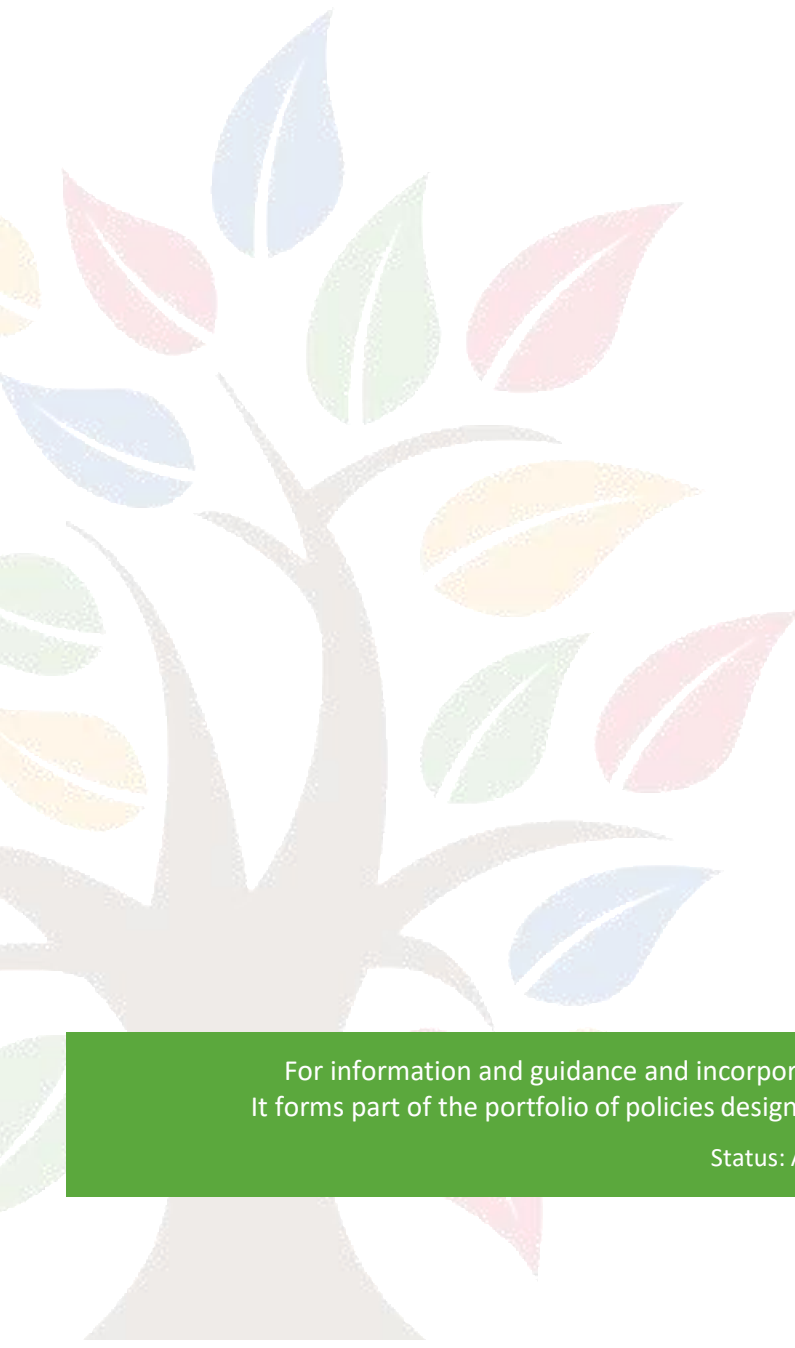




Electronic Device Policy

October 2026



For information and guidance and incorporating the Academy's vision and core values.
It forms part of the portfolio of policies designed to keep students safe, happy and cared for.

Status: Approved

Electronic Device Policy

Policy Title	Personal Electronic Device
Function	For information and guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for and incorporates the changes by law to access of electrical devices in schools. https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools
Status	Approved
Audience	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
Ownership / Implementation	The Principal and the Academy Council have overall responsibility for ensuring that the policy is implemented.
Implementation Date	12 th October 2026
Review period	Annually
Last Reviewed	October 2026

History of most recent policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
June 2026		Confiscation and collection of phones, slip given	Unclear of outcome if not handed in.
October 2026		Policy changes to accommodate government changes of no access. https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools School is a No access to Mobile Phone and electrical devices – use pouch or leave at home.	Students previously turned phones off and in bags.

INTRODUCTION

This policy covers the use of electronic devices (specifically mobile phones) and gives consistent expectations for how students and staff should respond were devices to be seen and / or accessed during the academy day.

LINKED POLICIES

This policy should be read in conjunction with the following policies:

- Behaviour Policy
- Suspensions Policy

DEPARTMENT FOR EDUCATION GUIDANCE:

The Department for Education (DfE) in England provides statutory guidance stating that all schools should operate in **mobile phone-free environments by default**. [\[1\]](#)

The guidance, which became statutory on June 29, 2026, and came into full effect on September 1, 2026, outlines the following key requirements: [\[1\]](#), [\[2\]](#), [\[3\]](#)

Core Expectations

- **Prohibited Access:** Mobile phones and smart technology (like smartwatches with similar functionality) must not be accessible to pupils at any point during the school day inside the school gates or whilst on an educational trip. This includes lessons, breaks, lunchtimes, and time between lessons. [\[1\]](#)
- **Not for Schoolwork:** Mobile phones should not be used in lessons, even for educational purposes like research or as calculators. [\[1\]](#)
- **Standalone or Behaviour Policy:** Schools must outline their rules either in a standalone mobile phone policy or embed it clearly within their wider behavior policy. [\[1\]](#)

AIMS AND OBJECTIVES

Our policy on electronic devices is based on the notion that:

- Learning comes first. Electronic devices detract from students engaging in safe, character-building conversations.
- Safeguarding – Students' usage of their phone cannot be safely monitored within a school environment.
- Consistency builds positive habits – Rules apply equally across all students and year groups.

Parental Communication, Safeguarding and Approved Exemptions

Hanham Woods Academy recognises that many parents and carers choose to provide their child with a mobile phone or other electronic device for safeguarding purposes, caring responsibilities particularly to support communication before and after the school day. We understand and respect the reassurance that electronic devices can provide to families when students are travelling to and from the Academy.

However, once a student enters the Academy site, we expect parents, carers and students to work in partnership with the Academy to ensure that all electronic devices are switched off, stored securely in a pouch and remain completely inaccessible throughout the school day if they would like their children to have access to and from school to their device. Devices must not be used to make or receive calls, send or receive messages, check notifications, access the internet, use social media, play games or access any other form of communication or content whilst on Academy premises.

The Academy provides comprehensive pastoral, safeguarding and administrative support throughout the day. If a student needs to contact home, or if a parent or carer needs to contact their child, Academy staff will facilitate communication promptly and appropriately. Students therefore should never need to access a personal electronic device whilst on site.

To ensure consistency, clarity and fairness for all students, the Academy adopts a binary approach to electronic device use. Any device that is seen, heard, handled, checked, powered on, used or otherwise accessed anywhere on the Academy site will be considered a breach of this policy and accessing a prohibited item, unless covered by a formally approved exemption such as medical monitoring reasons. The reason for accessing the device will not alter the application of the policy, students are not permitted to access their devices under any circumstances. Statements such as "I was only checking the time", "I was messaging my parent", or "I was responding to an urgent message" will not exempt a student from the consequences outlined in this policy, which is a half day suspension with parent collecting the student and device.

For the purposes of this policy, the Academy site includes all areas within the Academy gates. The expectations and consequences set out within this policy apply from the moment a student enters the Academy grounds until they leave the site. This includes time before school, during lesson changeovers, breaktimes, lunchtimes, enrichment activities, detentions and after-school events. In simple terms, between the gates, this policy applies. The magnets to unlock the pouches are mounted on the walls by the exit gates (by the bike shed & the reception gate). Students will unlock their pouch and take their phones out once passing the school gates.

Medical Needs and Approved Exemptions

The Academy recognises that a small number of students may require access to an electronic device to support a diagnosed medical condition, disability or other agreed reasonable adjustment. Any exemption must be formally authorised by the Academy SENCO or Principal and documented within an Individual Healthcare Plan (IHCP) led and monitored by the student's Pastoral Leader. Appropriate details of the agreed adjustment will be shared with relevant staff to ensure students receive the support they require whilst maintaining the integrity of the Academy's electronic device expectations.

Exemptions due to safety reasons, travelling to and from the Academy will be considered on a case-by-case basis and the Academy will provide opportunities for parents to make requests. This is through completing the link for permission and then purchasing a pouch through scopay (school online payment scheme) for their child.

Students with an approved exemption must only access their device for the specific purpose identified within their IHCP or agreed support plan. For example, when a student uses an electronic device to monitor a medical condition such as Type 1 diabetes, access must be limited to that medical purpose only. The exemption does not provide unrestricted permission to use the device for communication, internet access, social media, entertainment or any other purpose beyond that explicitly agreed by the Academy.

Any student or parent who believes an exemption may be required should contact the Academy so that appropriate arrangements can be considered and agreed before the device is accessed on site. Any use of a

device outside the terms of an approved exemption will be treated as a breach of this policy and the consequences of a half-day suspension will apply. Parents can trial the use of the Yondr pouch prior to purchase to evaluate and plan their choices to follow the Academy policy.

By choosing not to bring an electronic device onto Academy premises, students and parents acknowledge and accept these expectations and agree to support the Academy's commitment to providing a safe, distraction-free and fully electrical device and phone free learning environment.

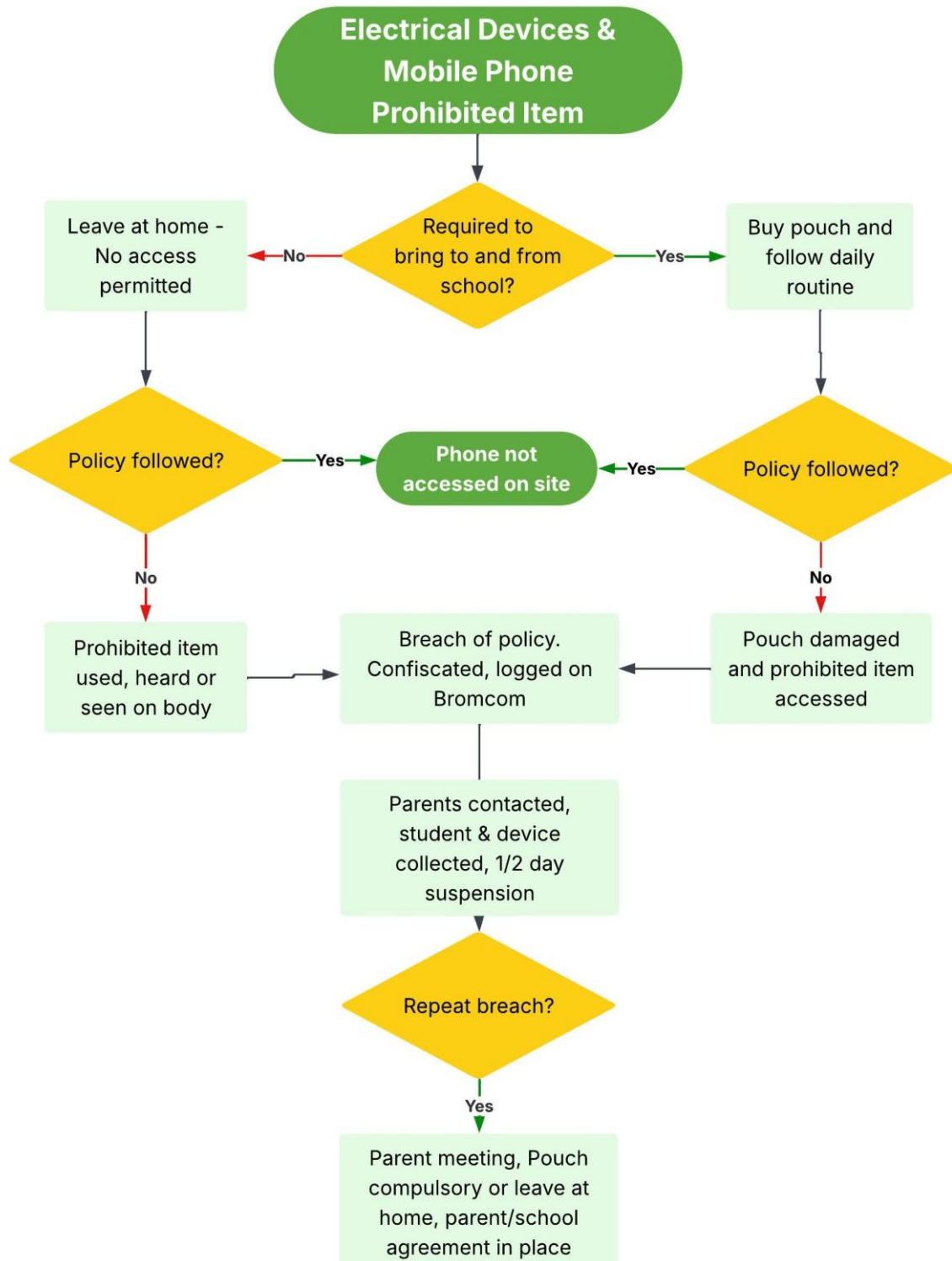
Where repeated transgressions take place measures will be taken up to and including random searching where the academy suspects misuse and the device being banned on site irrespective of any previous exemption.

Staff Expectations

Staff must have the confidence and reassurance to challenge every student who is seen on a device and log accordingly. This should be approached in a warm, non-confrontational manner but making it explicitly clear why the student needs to hand in their device. If a student refuses then this will be logged as defiance and will lead to an escalated sanction of more than ½ day suspension.

The following electronic device flow diagram shows the consequence framework. A set of likely scenarios and model responses and a call script is also shared for any member of staff needing to challenge a device usage or call home for additional parental support.

Device Use Consequence Diagram



Policy Implementation

To ensure that the Academy remains an electronic device free environment any student seen in possession of a prohibited device will be subject to an immediate suspension from site. This includes devices visible in pockets, waistbands and bags.

Parents/carers will be contacted if their child is seen with, in possession or accessing a device onsite. This will require parents to attend site and collect the device and student as ½ day suspension will be issued.

Contact between parents, students and a member of the senior team will take place following any suspensions. Where there are repeat suspensions, students will use a device pouch upon arrival each day, bag searches will take place to ensure that accessible devices are not brought onto premises.

No electronic devices allowed in this area



No Electronic Device Permitted



If you have a device on you, follow these steps before entering the school site:

1

Power
Down



Pouch Up

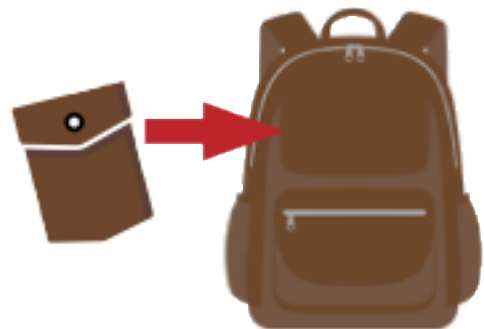


Ready to Learn



2

During the day -
Keep your pouch
in your bag



**If your phone is seen,
accessed or on your body it
will be confiscated.**