

Mobile Phone Policy

Holland Park School | 2026-27

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Reviewed by	Billy Egleton Senior Vice Principal			
Approved by	Executive Principal		Governing Board	
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Contents

Purpose and Principles.....	2
Scope.....	3
Year 7: No Smartphones.....	3
Years 8-11: Smartphones.....	3
Daily Hand-In and Collection	3
Protective Phone Cases	3
Phones Must Remain Out of Sight.....	4
Tracking and Location Devices	4
Late Arrival	4
Confiscation.....	4
Refusal to Hand in a Phone	5
Loss, Damage and Responsibility	5
Exceptions and Reasonable Adjustments	5
Parents and Carers.....	6
Monitoring and Review.....	6

Purpose and Principles

Holland Park School is committed to providing a calm, safe and disruption-free environment in which students can focus fully on their learning and develop positive relationships with others. The school therefore operates a phone-free school day for students in Years 7-11.

The purpose of this policy is to remove the distraction, disruption and safeguarding risks associated with mobile phone use during the school day, while providing clear and consistent arrangements for students who need to carry a phone when travelling to and from school.

The school is introducing a phased approach to smartphones. From September 2026, students in Year 7 are not permitted to bring a smartphone to school. This expectation will be introduced progressively across subsequent year groups as the current Year 7 cohort moves through the school.

Scope

This policy applies to all students in Years 7-11 while on the school site and during the school day. It should be read alongside the Behaviour for Learning Policy, Safeguarding Policy and relevant school procedures. The expectations relating to phones being out of sight apply from the moment a student enters the school site until they have left the school site at the end of the day.

Year 7: No Smartphones

Students in Year 7 are not permitted to bring a smartphone onto the school site. If a Year 7 student needs a mobile phone for their journey to and from school, they may bring a basic non-smartphone (sometimes referred to as a “brick phone”) which is capable of calls and text messages but does not provide the functionality of a smartphone.

Any basic phone brought to school by a Year 7 student must still be handed in every morning in accordance with the procedures set out in this policy and will be returned at the end of the school day.

Years 8-11: Smartphones

Students in Years 8-11 may bring a smartphone to school for use when travelling to and from school. However, smartphones must not be used or visible on the school site and must be handed in at the start of every school day.

The school intends to extend the no-smartphone expectation progressively across Years 8-11 as the current Year 7 cohort moves through the school.

Daily Hand-In and Collection

All students in Year 7-11 must attend line up. Phones will be placed in the student’s school-issued protective phone case, collected by staff and stored securely during the school day. Phones will be returned to students at the end of the school day in accordance with the school’s collection arrangements.

Students must hand in their phone every day that they bring one to school. This requirement applies equally to the basic non-smartphones permitted for Year 7 students and to smartphones brought by students in Years 8-11.

Protective Phone Cases

All students will be issued with a protective phone case on the first day of the academic year. The case must be used every day when a phone is handed into school.

Students must clearly write their full name on their protective phone case and are responsible for bringing the case to school each day. The case is intended to help protect phones while they are being collected, stored and returned.

Phones Must Remain Out of Sight

Mobile phones must be switched off or silenced and remain completely out of sight at all times while a student is on the school site before they have handed them in and after they are returned. This includes the period before morning line-up, while students are waiting to hand phones in, and after phones have been returned at the end of the school day.

Students must not use, display, hold or otherwise have a phone visible anywhere on the school site. A phone that is seen or heard on the school site will be confiscated in accordance with this policy.

Tracking and Location Devices

The school understands that some parents and carers value the ability to know their child's location while they are travelling to and from school. Where this is a concern, particularly for Year 7 students who are not permitted to bring a smartphone, parents may wish to consider a separate location-tracking device, such as an Apple AirTag or a suitable alternative.

Low-cost alternatives are widely available from online retailers, often for approximately £10-£15. Any tracking device should be placed securely in the student's bag and must not be used in a way that disrupts learning or compromises the privacy or safety of others. The school does not endorse or require any particular product.

The use of a tracking device does not alter the requirement for Year 7 students to hand in any basic mobile phone they bring to school.

Late Arrival

If a student arrives late to school and has missed the normal morning hand-in arrangements, it is the student's responsibility to hand their phone to Reception immediately upon arrival. A student must not retain a phone because they have arrived after line-up.

Confiscation

If a mobile phone is seen or heard anywhere on the school site, or a student is found to have retained a phone rather than handing it in, the phone will be confiscated by a member of staff and taken to Reception.

Confiscated phones will be retained as follows:

- First confiscation in an academic year: the phone will be retained until the end of that school week. Where a phone is confiscated on a Friday, it will be retained until the following Friday.
- Second or subsequent confiscation in an academic year: the phone will be retained until the first day of the following school term.
- Collection: where a confiscated phone is due to be returned, it will only be returned to a parent or guardian and will not be returned directly to the student.

The school will maintain a record of confiscations so that repeated breaches can be identified and the appropriate consequence applied consistently.

Refusal to Hand in a Phone

A refusal to hand over a mobile phone when instructed by a member of staff is treated as a serious breach of the school's behaviour expectations.

Where a student refuses to hand in or surrender their phone, they will be directed off site (or suspended if a repeat issue) for one day in accordance with the school's Behaviour for Learning Policy and statutory requirements. On their return to school, the student will be required to hand the phone into school and it will be confiscated until the first day of the following school term.

Where a student continues to refuse to comply with the school's expectations, further sanctions may be considered in line with the Behaviour for Learning Policy.

Loss, Damage and Responsibility

The school will take reasonable steps to store phones securely while they are in its possession. Students must use the protective case provided and ensure that their name is clearly marked on it. Parents and carers should ensure that phones brought to school are appropriately insured where they consider this necessary.

Any concern about loss or damage should be reported to the school promptly so that it can be investigated. The school takes no responsibility for any item lost or damaged.

Exceptions and Reasonable Adjustments

The school recognises that there may be exceptional circumstances in which a student requires access to a particular device because of a disability, medical need or other significant individual circumstance. Any exception must be agreed in advance by the Principal, in consultation with the SENDCo and/or Designated Safeguarding Lead where relevant.

Reasonable adjustments will be considered on an individual basis in accordance with the Equality Act 2010. An agreed adjustment does not provide general permission to use a mobile phone and the conditions attached to the adjustment must be followed.

Parents and Carers

Parents and carers are expected to support the school in maintaining a phone-free environment. During the school day, parents should contact the school through Reception or the relevant school communication channels rather than contacting their child directly on a mobile phone.

Parents and carers should ensure that their child understands the requirements of this policy, including the prohibition on smartphones in Year 7, the daily hand-in arrangements and the consequences of failing to comply.

Monitoring and Review

The implementation and effectiveness of this policy will be monitored by the Senior Leadership Team. The policy will be reviewed annually, or sooner where there are changes to statutory guidance, school procedures or the phased introduction of the no-smartphone expectation across additional year groups.