



ORMISTON
SIX VILLAGES
ACADEMY



Mobile Phone Policy

Ormiston Six Villages Academy Mobile Phone policy

Policy version control

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Author	Josh Case, Vice Principal
Approved by	Paul Slaughter, Principal
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1. Introduction

- 1.1. At Ormiston Six Villages Academy, we are committed to providing a learning environment where all students can achieve their full potential. The academy recognises that young people are growing up in an increasingly digital world, which presents both opportunities and challenges to learning, wellbeing and social development.
- 1.2. This policy covers the use of mobile phones. The academy operates a phone free school day supported by the YONDR programme. This policy should be read in conjunction with the Ormiston Academies Trust Behaviour Policy and the Safeguarding and Child Protection Policy.
- 1.3. YONDR pouches provide a structured and consistent approach which allows students to retain possession of their mobile phones while preventing access during the school day. This approach supports focus on learning, positive social interaction and emotional wellbeing, while ensuring access to mobile devices before and after school.

2. Scope and Expectations

- 2.1. Ormiston Six Villages Academy is a phone free environment during the school day.
- 2.2. Students are issued with a personal YONDR pouch and are responsible for bringing it to school each day in good-working condition.
- 2.3. All mobile phones, smartwatches and wearable technology must be secured in the YONDR pouch from the start of the day until dismissal unless an agreed medical exemption is in place.
- 2.4. Students must keep the locked pouch with them at all times and store it safely in a bag.
- 2.5. Failure to comply with this policy will be managed in line with the Behaviour Policy.

3. Morning Procedure

- 3.1. The morning procedure is as follows:
 - Students are required to unlock their YONDR pouches before entering through the school gates. This is completed at the eight unlocking stations located alongside the gate theatre.
 - At 08.05 the gates open and students enter the school site under the supervision of two members of the Senior Leadership Team.
 - At 08.17 the first bell sounds and students line up for roll call.
 - At 08.20 the second bell sounds and the Director of Learning initiates the securing attention routine.

- Students are instructed to hold up any open pouches. Tutors then move along the line and observe each mobile phone and smartwatch being placed into the pouch and locked. The tutor must see the device placed in the pouch and the lock colour change to red.
- Phones must not be locked without staff supervision.

3.2. Wet Weather roll-call protocol:

In the event of wet weather, alternative roll-call arrangements will operate to ensure student safety while maintaining the integrity of the YONDR process.

During wet weather roll call:

- Students will line up outside their form classroom rather than in external line-up areas.
- Prior to entry, all YONDR pouches must be fully open.
- Students will enter the classroom in an orderly manner once instructed by staff.
- On entry, the form tutor will check each YONDR pouch to ensure it is securely locked.
- Where there is reasonable doubt, the tutor may request that the pouch is checked more closely to confirm compliance.
- The same expectations regarding supervision, compliance and sanctions apply during wet weather roll-call procedures as during standard morning roll call.
- Failure to comply with wet weather roll-call arrangements will be managed in line with the Behaviour Policy and this Mobile Phone Policy.

4. Late Arrivals and Early Dismissal

4.1. Students arriving late via Reception:

- Reception is supervised by a member of the pastoral team and a member of the Senior Leadership Team until 09.00.
- Late arriving students must sign in at Reception.
- Students must show an empty YONDR pouch to a member of the pastoral team or Senior Leadership Team.
- The student must place their mobile phone and smartwatch into the pouch and lock it under staff supervision.
- Reception staff and the pastoral team have access to handheld unlocking magnets to support this process.

- Failure to comply will result in a one-hour detention and the incident will be recorded. The student will then enter the graduated approach to sanctions.

4.2. Students arriving late during the school day:

- The procedure outlined under 4.1 applies to students arriving late during the day.
- Failure to comply will result in a one-hour detention and the incident will be recorded. The student will then enter the graduated approach to sanctions.

4.3. Early dismissal:

- Students leaving site early must unlock their pouch at Reception under staff supervision

5. Forgotten, Lost or Damaged Pouches

5.1. Forgotten pouch:

- If a student arrives without their YONDR pouch, their mobile phone will be confiscated by the Director of Learning, a member of the pastoral team or a member of the Senior Leadership Team.
- The phone may be collected at the end of the school day.
- A one hour after school detention will be issued.

5.2. Repeated failure to bring a pouch:

- Repeated failure to bring a pouch will result in entry into the graduated approach to sanctions

6. Mobile Phone Use During the Day

6.1. If a student is found in possession of a mobile phone or wearable technology outside of a locked YONDR pouch on the school site, the following will apply.

6.2. The device will always be confiscated.

6.3. The device must be collected by a parent or carer

6.4. Upon collection, the parent or carer will meet with the Director of Learning, a member of the pastoral team or a member of the Senior Leadership Team.

6.5. The incident will be recorded and the student will enter the graduated approach to sanctions.

- 6.6. Where staff have reasonable concerns that a device has not been secured, bag searches may be conducted in line with the Searching, screening and confiscation policy.

7. Graduated approach to sanctions

- 7.1. Sanctions are applied in line with the Ormiston Academies Trust Behaviour Policy
- 7.2. The academy uses the following graduated response:
- One confiscation results in a one-hour after school detention on Wednesday.
 - Two confiscations result in a two-hour Senior Leadership Team detention on Friday.
 - Three confiscations result in an Internal Suspension sanction, which includes removal from lessons and social time for one day, plus a one hour after school detention.
 - Four confiscations result in referral to Senior Leadership Team for further escalation.

8. Tampering and Intentional Damage

- 8.1. Any attempt to tamper with the YONDR system, including possession or use of high strength magnets, will be treated as a serious breach of conduct.
- 8.2. Consequences may include confiscation until collected by a parent or carer, a replacement charge, and further behaviour sanctions, including suspension if appropriate.
- 8.3. Examples that may indicate intentional damage include ripped or cut fabric, bent or damaged pins, signs of force to the locking mechanism, pen marks inside the pouch, opening without a station and visible damage to the locking ball.
- 8.4. Accidental damage must be reported immediately. Failure to report damage may result in it being treated as intentional.

9. Safeguarding, Medical Needs and Emergencies

- 9.1. This policy operates in line with the OAT Safeguarding and Child Protection policy
- 9.2. Communication during the school day:
- Parents and carers who need to contact a student during the school day should do so via Reception on 01243 546800. Messages will be passed on promptly.
- 9.3. Medical needs:
- Students who require access to a mobile device for verified medical purposes will have appropriate arrangements agreed and recorded.
- 9.4. Emergencies:

- In an emergency, students are expected to follow staff instructions and established school safety procedures.
- Unauthorised phone use during emergencies may delay responses, spread misinformation and compromise safeguarding processes.
- Emergency communication will be managed centrally by the academy. Where safe and appropriate, senior leaders will carry portable unlocking stations.