



EQUA Mead

Learning Trust

Policy Title	Mobile Phone Policy
Policy Owner	Paul Skipp Chief Executive Officer
Approved By	Board of Trustees
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Version	1.0
Applies To	All children and young people, staff and visitors across all Trust schools
Statutory Basis	DfE Guidance: Mobile Phones in Schools (updated January 2026); Behaviour in Schools Guidance; Keeping Children Safe in Education; Equality Act 2010

1. About This Policy

This policy sets out the EQUA Mead Learning Trusts approach to mobile phones and mobile devices across all schools within the Trust. It applies to all children and young people, staff and visitors and has been developed in direct response to the Department for Education's statutory guidance Mobile Phones in Schools (updated January 2026) and the Government's clear expectation that all schools should be mobile phone-free environments by default.

The Trust operates both primary and secondary schools. Whilst both phases share the same fundamental principle that our schools are mobile phone-free, the practical arrangements differ by phase to reflect the age, independence and circumstances of our children and young people. These differences are set out clearly in this policy.

This policy should be read alongside:

- The Trust's Behaviour Policy
- The Trust's Safeguarding and Child Protection Policy
- The Trust's Online Safety Policy
- The Trust's Searching, Screening and Confiscation Policy
- Individual school SEND policies and Education, Health and Care Plans (EHCPs) where applicable

Where this policy refers to 'mobile phone', this includes all smart technology with equivalent functionality, including (but not limited to): smartwatches, wireless earbuds with connected app functionality, personal tablets used for communication, and any other device capable of sending or receiving messages, notifications or calls via a mobile network or internet connection.

Where this policy refers to 'parent', this includes carers and any person with parental responsibility.

2. Prohibiting the Use of Mobile Phones in School

In line with the DfE's Mobile Phones in Schools guidance (January 2026), all schools within the Trust are mobile phone-free environments. The prohibition applies throughout the entire school day, including:

- During lessons
- During the time between lessons (transition)
- During break times
- During lunchtime
- During any other time, a pupil is on school premises or under the supervision of school staff

This is not simply about preventing phones from being used, it is about creating the conditions for high-quality learning, strong relationships and a safe and calm environment for all. The evidence is clear: mobile phones in schools contribute to distraction, disruption, cyberbullying and mental health pressures. The Trust is committed to removing these barriers to learning entirely.

2.1 Scope of the Policy

This policy applies to:

- All children and young people in all year groups across Trust primary and secondary schools
- All staff (see Section 5)
- Any visitor, contractor or volunteer on school premises during the school day

Where a school operates a Bring Your Own Device (BYOD) scheme for learning purposes (e.g. laptops or tablets), such devices are governed by the school's BYOD and ICT Acceptable Use Policy. Mobile phones are explicitly excluded from any BYOD scheme across all Trust schools.

3. Primary Schools: Policy Implementation

The Trust's position for all primary schools: mobile phones must not be brought onto school premises by children and young people at all.

Where an exception is necessary, only the Headteacher or the CEO may grant permission. No other member of staff may authorise a pupil to bring a phone onto primary school premises.

3.1 The Default Position

In all Trust primary schools, children and young people must not bring a mobile phone or equivalent smart device onto school premises. This is a blanket prohibition and applies from the moment a child or young person enters the school gate until they leave.

The Trust's view is that primary-aged children and young people have no educational or safety need to bring a mobile phone to school. Parents and carers are asked to support this position fully and to make alternative arrangements for communication with their child before and after the school day. Where a child or young person needs to be contacted during the school day, parents should contact the school office directly.

3.2 Exceptions in Primary Schools

The Trust recognises that, in exceptional circumstances, a primary-aged pupil may need to bring a mobile phone or device onto school premises. Exceptions are limited and will only be permitted in truly exceptional cases.

Only the Headteacher of the school or the Chief Executive Officer (CEO) of the Trust may grant permission for a primary pupil to bring a mobile phone onto school premises.

No class teacher, member of the schools Senior Leadership Team, Local Governing Body or other staff member is authorised to grant this permission

Any permission granted will be specific to the individual pupil, time-limited and subject to conditions set by the Headteacher or CEO. The school office will hold a record of all permissions granted.

Where permission has been granted:

- The phone must be handed to a member of school office staff immediately upon the pupil entering school premises.
- The phone will be stored securely in the school office for the duration of the school day.
- The phone will be returned to the pupil at the end of the school day.
- The phone must remain switched off whilst on school premises.
- The pupil must not use the phone at any point during the school day.

3.3 Role of Parents in Primary Schools

Parents play a crucial role in making this policy work. The Trust asks all parents of primary-aged children and young people to:

- Not send their child to school with a mobile phone unless explicit written permission has been granted by the Headteacher or CEO.
- Support the school's communications regarding this policy and discuss it with their child.
- Contact the school office directly if they need to pass a message to their child during the school day.
- Raise any concerns or requests for exceptions directly with the Headteacher in writing.

If a parent requires their child to have a mobile phone for safety reasons on the journey to or from school, the Trust strongly encourages parents to make a separate arrangement rather than seeking an exception to this policy.

4. Secondary Schools: Policy Implementation

The Trust's position for all secondary schools: all secondary schools are mobile phone-free during the school day.

Children and young people may bring a phone to school, but it must be locked into an individually assigned Yondr pouch immediately upon entering the school grounds. Pouches are checked each morning. Phones must remain locked and inaccessible to the pupil for the entire school day.

No pupil may contact or be contacted anyone using their mobile phone whilst on school premises.

4.1 The Yondr Pouch System

The Trust uses the Yondr pouch system across all secondary schools to ensure that children and young people who bring a phone to school are unable to access it during the school day. Each pupil is assigned their own numbered Yondr pouch.

The process is as follows:

1. On arrival at school, the pupil places their phone inside their Yondr pouch and locks it immediately upon entering the school grounds.
2. Pouches are checked by staff each morning as part of the arrival routine to confirm they are locked.
3. The pupil carries the locked pouch with them throughout the day, the phone remains inside, inaccessible.
4. At the end of the school day, upon leaving the school grounds, the pouch can be unlocked using the school's Yondr unlocking station.
5. Pouches must not be tampered with, damaged or unlocked on school premises. Deliberate damage to a Yondr pouch will be treated as a serious breach of this policy and will lead to sanctions.
6. Details regarding purchasing Yondr pouches, including support for Pupil Premium families, will be communicated separately to parents and carers by each school.

4.2 Children and young people Who Do Not Bring a Phone to School

It is our Trust expectation that children and young people do not bring a mobile device to school. The Trust recognises and celebrates children and young people who choose not to bring a phone to school.

4.3 Contact During the School Day in Secondary Schools

No child or young person may use their mobile phone to contact anyone whilst on school premises at any time during the school day. The Yondr pouch must not be unlocked on school grounds for any reason other than an emergency (see Section 8, Adaptations and Reasonable Adjustments).

If a parent or carer needs to contact their child or young person during the school day, they must contact the school office. School office staff are aware of the school's responsibilities to relay urgent messages to children and young people and will facilitate communication appropriately.

If a child or young person needs to contact a parent or carer during the school day, they must request to do so through the school office. If deemed appropriate, a school telephone or device will be made available for this purpose.

4.4 Role of Parents in Secondary Schools

Parents of secondary-aged children and young people are asked to:

- Support the Yondr pouch system and ensure their child understands the policy before starting at the school.
- Reinforce the policy at home and discuss with their child the reasons for it and its benefits.
- Consider the benefits of not providing a 'smart phone' to their child or young person.
- Contact the school office if they need to pass a message to their child during the school day, rather than calling or texting their child directly.
- Attend any information events held by the school about the Yondr system and this policy.
- Raise any concerns or requests for exceptions with the school's Headteacher in writing.

Parents and carers may be required to complete a declaration confirming whether their child will bring a mobile phone to school. In the exceptional circumstances when a phone is brought, the declaration confirms agreement to this policy and associated sanctions.

5. Communicating the Policy to Children and Young People and Parents

Effective communication of this policy to all members of the school community is essential. School leaders will ensure that:

- The policy is published on the school's website and made available to all parents, children and young people and staff.
- The policy is shared with all incoming children and young people and their parents as part of the school's transition and induction process.
- All children and young people are reminded of the policy, and the consequences of breaching it, at the start of each school year and at regular intervals throughout the year.
- The policy is included in the school's home-school agreement or equivalent parent compact.
- Staff are briefed on the policy at the start of each academic year and whenever significant updates are made.
- New staff receive the policy as part of their induction.

Communication will be honest and clear about the reasons behind the policy. The Trust believes in transparency and will proactively share with parents and children and young people the evidence bases for mobile phone-free schools, including the benefits for learning, wellbeing, behaviour and mental health.

6. The Role of Staff

6.1 Consistent Enforcement

All staff across Trust schools have a responsibility to consistently enforce this policy. It is not optional and is not at the discretion of individual members of staff whether to challenge a pupil who is in breach of the policy. Consistent enforcement by all staff is fundamental to the policy's success.

6.2 Staff Use of Mobile Phones

In line with DfE guidance, staff must not use their own mobile phone for personal reasons in front of children and young people during the school day. Leading by example strengthens the school's culture and empowers staff to challenge children and young people with confidence and authority.

There are limited professional exceptions where a member of staff may use a mobile phone or smart device, including:

- Issuing homework or setting tasks via a school-authorised platform.
- Issuing rewards or sanctions through a school-authorised system.
- Multi-factor authentication for school systems.

- Taking urgent calls or messages in an emergency.

Where staff need to use their phone for professional purposes, this should be done discreetly and away from children and young people where possible. School leaders will set clear expectations with all staff about appropriate use of personal phones during the school day, and this will form part of the staff induction and annual briefing process.

6.3 Parents, Visitors and Contractors

The Trust's expectation is that mobile phones are not used by parents, visitors or contractors while on school premises. This supports our commitment to maintaining a calm, focused and mobile device free environment for all children and young people.

We recognise, however, that in some circumstances, particularly for contractors, mobile devices may be required for legitimate work-related purposes. In such cases, use should be limited, appropriate and directly connected to the task being undertaken.

While on site, all parents, visitors and contractors are therefore expected to:

- Avoid the use of mobile phones for personal calls, messaging or social media
- Keep devices on silent and out of sight wherever possible
- Only use mobile devices where there is a clear and necessary reason to do so (e.g. essential work purposes)
- Never take photographs, videos or audio recordings without explicit prior permission from the school

All adults on site are expected to model appropriate behaviour and to support the Trust's approach to reducing mobile phone use during the school day. The Trust reserves the right to challenge or restrict mobile phone use where it is considered inappropriate or contrary to safeguarding expectations.

6.4 Searching and Confiscation

Headteachers, and staff, have a statutory power to search a child or young person or their possessions where there are reasonable grounds to suspect they are in possession of an item banned by the school rules. Mobile phones and other smart technology are identified in this policy and the school's Behaviour Policy as items that may be searched for.

7. Expectations for Children and young people

All children and young people across Trust schools are expected to:

- Know, understand and follow this policy.
- In primary schools: not bring a mobile phone onto school premises unless the Headteacher or CEO has given written permission.
- In secondary schools: lock their phone in their Yondr pouch immediately upon entering the school grounds and keep it locked for the entirety of the school day.
- Not use a mobile phone or any smart device to contact anyone whilst on school premises.
- Not tamper with, unlock or attempt to circumvent the Yondr pouch system in secondary schools.
- Report to a member of staff if they become aware that another pupil is using a phone on school premises.

Children and young people will be taught:

- The reasons behind the policy and the evidence for mobile phone-free school environments.
- The risks associated with mobile phone use, including distraction, disruption, cyberbullying, and the impact on mental health and wellbeing.
- The benefits of a mobile phone-free school day, including improved concentration, stronger peer relationships and better mental health.
- Online safety, including how their data and information can be shared, the effects of their online actions, and how to stay safe online, in line with the DfE's RSE and Health Education guidance.

The Trust aims to build intrinsic motivation in children and young people to support and value a mobile phone-free environment, not simply compliance through sanctions. Schools will deliver age-appropriate education about mobile phones and their impact as part of the PSHE curriculum and wider school life.

7.1 Post-16 Students

The Trust recognises that Post-16 students may require access to mobile devices to support their learning and independent study. As such, Post-16 students are permitted to bring mobile phones onto the school site. However, in line with the Trust's commitment to maintaining a mobile device free culture, the expectation is that mobile phones are not used for personal purposes during the school day.

Post-16 students are expected to:

- Use mobile devices only to support their studies, where this is appropriate and purposeful
- Refrain from personal use, including calls, messaging, social media or entertainment
- Use mobile devices only in designated areas identified by the school, and not in general or communal areas
- Keep devices out of sight when not in use
- Model positive and responsible behaviour for younger pupils, actively supporting the Trust's mobile device-free approach

The Trust reserves the right to restrict or remove access to mobile devices where use does not meet these expectations.

8. The Use of Sanctions

The sanctions set out in this section apply equally to primary and secondary schools within the Trust.

A breach of this policy occurs when a pupil uses, is found to be using, or is found to have an unsecured/accessible mobile phone on school premises in contravention of this policy. In secondary schools, a breach also occurs when a pupil's Yondr pouch is found to be unlocked, opened, tampered with or otherwise circumvented.

8.1 Immediate Confiscation

Whenever a breach of this policy is identified, the pupil's mobile phone will be confiscated immediately by the member of staff who identifies the breach. The phone will be secured in the school safe. Confiscation is non-negotiable and is not at the discretion of the member of staff. It will always happen when a breach is confirmed.

The law protects staff from liability in any proceedings brought against them for any loss or damage to items confiscated as a disciplinary sanction, provided they have acted lawfully. Staff should note that confiscation of a mobile phone as a sanction is a lawful disciplinary measure explicitly supported by the DfE.

8.2 Education: Separation from Peers

On each occasion that a phone is confiscated, the pupil will be sanctioned by being educated separately from their peers for the remainder of that school day. This is both an educational measure and a consequence of the breach. The purpose is to:

- Reinforce the seriousness of the breach.
- Allow the pupil to reflect on why the policy exists and the impact of their actions on others.
- Remove any social dimension or peer pressure that may have contributed to the breach.

Children and young people educated separately will continue to receive work related to their curriculum. Work will be provided and a member of staff will be responsible for supervising the child or young person. This is not a suspension, and the pupil remains on school premises.

8.3 Sanction Escalation Framework

The Trust operates a clear three-stage escalation framework for breaches of this policy. The sanctions increase with each repeated breach. The framework is summarised below:

Breach	Confiscation and Return	Additional Measure
1st Breach	Phone confiscated immediately and held in the school safe for the remainder of that week. Phone may be collected by a parent or carer on the Friday of that week between 2:00pm and 4:00pm only. Maximum period of confiscation: until end of that week.	Pupil is educated separately from peers for the remainder of that school day.
2nd Breach	Phone confiscated immediately and held in the school safe until the following Friday (up to two weeks maximum from date of confiscation).	Pupil is educated separately from peers for the remainder of that school day.

Breach	Confiscation and Return	Additional Measure
	Phone may be collected by a parent or carer on the following Friday between 2:00pm and 4:00pm only. Maximum period of confiscation: up to 2 weeks.	
3rd Breach (and any subsequent breach)	Phone confiscated immediately and held in the school safe for two consecutive Fridays (up to three weeks maximum from date of confiscation). Phone may be collected by a parent or carer after two consecutive Fridays Fridays between 2:00pm and 4:00pm only. Maximum period of confiscation: up to 3 weeks.	Pupil will be suspended for one full day.

Phones will only be returned to a parent or carer, not directly to the pupil.

Collection must take place between 2:00pm and 4:00pm on the specified Friday. If a parent or carer is unable to collect at this time, they must contact the school office to make alternative arrangements. The phone will not be released outside of these arrangements.

8.4 Application of the Escalation Framework

If a child or young person is found to have access to their mobile device and refuses to hand it to a member of staff. The Child or Young Person will automatically be suspended for one day, and their phone passed to the Headteacher for confiscation, during the re-integration meeting. Further suspensions are at the discretion of the Headteacher, should the phone not be handed in.

8.5 Application of the Escalation Framework

The three-stage framework applies across the school year. The count of breaches resets at the start of each new academic year. Headteachers retain the discretion to apply additional behaviour sanctions in line with the school's Behaviour Policy alongside the sanctions set out in this policy, particularly for repeated or serious breaches.

Where a pupil's phone is found to contain material which may indicate that the pupil is at risk of harm, or where its contents raise safeguarding concerns, the phone may be retained for longer in accordance with the school's Safeguarding Policy and the DfE's Keeping Children Safe in Education guidance. Staff will follow the school's child protection procedures in all such cases and refer to the Designated Safeguarding Lead.

8.6 Safeguarding and Welfare

In all cases where a mobile phone is confiscated or a breach is identified, staff should consider whether the circumstances give cause for concern about the pupil's welfare. Where there is any indication that a pupil may be suffering or at risk of harm, the school will follow its child protection and safeguarding procedures regardless of the sanction applied.

9. Searching Children and young people

Headteachers and staff have a statutory power under Section 550ZA of the Education Act 1996 to search children and young people and their possessions where there are reasonable grounds to suspect that the child or young person is in possession of a prohibited item or an item identified in

the school rules as searchable. The Trust's schools identify mobile phones and equivalent smart devices as items for which children and young people may be searched.

When conducting a search, staff must follow the school's Searching, Screening and Confiscation Policy and the DfE's guidance. In summary:

- A search may only be carried out by the Headteacher or a member of staff.
- It is preferred that the searcher should be the same sex as the children or young person, and a second member of staff should, where possible, be present.
- A child's or young person's outer clothing, pockets, bags and equipment may be searched.
- Force must not be used to conduct a search.
- Any items found in breach of the policy may be confiscated in accordance with the sanctions framework in Section 8.

10. Adaptations and Reasonable Adjustments

The Trust is committed to applying this policy fairly and in compliance with all relevant legislation. The Trust recognises that some children and young people may require adaptations to or exemptions from this policy. All requests for adaptations will be considered individually and on their own merits.

10.1 Children and young people with Disabilities (Equality Act 2010)

The Trust has a duty under the Equality Act 2010 to make reasonable adjustments to avoid substantial disadvantage to disabled children and young people. Where a pupil's disability means that access to a mobile phone or connected device during the school day is necessary for example, a pupil who uses a phone-linked device to manage a medical condition, the school will make appropriate adjustments.

Where a reasonable adjustment is agreed, the school will develop a specific arrangement for the individual pupil that:

- Clearly specifies the reason for the adjustment.
- Defines when and where the phone or device may be accessed.
- Is reviewed regularly and kept on record.
- Is communicated to all relevant staff.

10.2 Children and young people with Medical Conditions (Children and Families Act 2014)

The Trust has a duty under the Children and Families Act 2014 to support children and young people with medical conditions. In some cases, a pupil's medical condition may require access to a mobile-connected device. A common example is a pupil with diabetes who uses a continuous glucose monitoring system linked to a mobile phone to monitor blood sugar levels.

Where mobile phone use is a necessary part of managing a pupil's medical condition, the school will not prevent this. The school's Individual Healthcare Plan for the child or young person will specify the arrangements in place, including how the phone is used, stored and monitored.

10.3 Young Carers and Other Individual Circumstances

Beyond the specific duties above, the Trust recognises that there may be other individual circumstances where a child or young person has a genuine need for limited access to a mobile phone during the school day, for example, a young carer who may need to be contactable for urgent family matters.

In all such cases, the school will work with the child and young persons family to find a proportionate arrangement. This will not mean that the child or young person is exempt from all restrictions, but that a specific, clearly defined arrangement is agreed which allows the phone to be used for a particular purpose at a particular time and in a particular location.

In primary schools, any such arrangement must be approved by the Headteacher or CEO.

All adaptations and adjustments will be recorded and reviewed regularly. They will be communicated to relevant staff. They are the exception, not the norm and do not set a precedent for other children and young people.

10.4 Emergency Access: Secondary Schools

In a genuine emergency, a member of staff may authorise a secondary pupil to unlock their Yondr pouch to access their phone. This will only occur under the direct supervision of a member of staff and in exceptional circumstances. The member of staff will record the occasion and report it to the Headteacher.

11. The Use of Mobile Phones Outside the School Day

11.1 Travel to and From School

The Trust understands that some parents and carers consider mobile phones to be a means of supporting their child's safety when travelling to and from school. We recognise this concern and the importance of children and young people feeling secure on their journey.

As a Trust, we are committed to creating mobile device-free school environments, as we believe this supports pupils' wellbeing, focus and social development. In light of this, we actively encourage families to consider alternative arrangements that do not rely on children and young people bringing mobile phones to school.

These may include:

- Agreeing clear travel routines and expectations with your child
- Identifying safe routes and meeting points
- Arranging for children to travel with siblings, friends, or trusted adults where possible
- Establishing clear communication plans before and after the school day

11.2 School Trips and Residential Visits

For school trips and residential visits, the school will develop trip-specific arrangements as part of the trip planning process. Schools will aim to ensure that children and young people ' educational and social experience on trips is not disrupted by mobile phones. The default position is that phones are not taken on any educational activities or residential trips. Any individual exceptions will be agreed by the Headteacher. Schools may make specific arrangements for children and young people to contact home at agreed times on residential trips.

11.3 Online Safety Beyond the School Day

The Trust recognises that mobile phones and social media carry risks for children and young people outside school hours. Whilst the Trust can only directly regulate phone use on school premises, the Trust will:

Ensure all children and young people receive age-appropriate online safety education as part of the curriculum.

Remain vigilant to online harms that may affect children and young people and manifest in school, including cyberbullying and harmful content.

Ensure that children and young people know they can speak to a member of staff if they have concerns about something that has happened online, even outside school hours.

Further guidance on online safety is available in the Trust's Online Safety Policy and the DfE's guidance on Teaching Online Safety in Schools, Behaviour in Schools, and Keeping Children Safe in Education.

11.4 Parental Expectation of Online Safety Beyond the School Day

The Trust recognises that all social media and associated 'apps' have age restrictions. Therefore, it is the parents and carers responsibility to ensure that only age appropriate 'apps' are downloaded onto their child or young persons phone. For example: WhatsApp is restricted to age 13+

The Trust will ordinarily only review and investigate incidents involving apps and platforms that are age appropriate. The use of Apps by children who are not in the appropriate age thresholds remain a parental responsibility, unless safeguarding concerns require intervention.

11.5 Trusts Responsibility to Online Safety Beyond the School Day

The Trusts recognises it has a duty to educate children and young people in safe internet use, which includes the safe use of social media. It remains the parental and carer responsibility to ensure that access to apps and social media is in line with the recommended age restrictions and to only allow their children and young people access to apps that are age appropriate.

If there are any concerns from parents or carers, or children and young people that relate to social media or apps that are outside the age restriction of the individual, the Trust will use its professional judgement as to whether it should investigate. This is because it remains the parents and carers role to ensure that Apps used by their child or young person are age appropriate.

12. Monitoring, Review and Compliance

12.1 Monitoring

Each school's Headteacher is responsible for monitoring the implementation and effectiveness of this policy within their school. The CEO is responsible for oversight across the Trust. Monitoring will include:

- Regular review of confiscation records to identify patterns and hotspots.
- Pupil and parent feedback gathered at least annually.
- Staff feedback gathered at least annually.
- Review of any incidents involving mobile phones, including safeguarding concerns.

12.2 Review

This policy will be reviewed annually by the CEO, in consultation with Headteachers, and presented to the Board of Trustees for approval. The policy will also be reviewed immediately in response to any significant change in DfE guidance, legislation or Trust circumstances.

12.3 Compliance

Governors and Trustees will satisfy themselves that the policy is being implemented consistently across the Trust through:

- Regular reports from the CEO and Headteachers on policy implementation.
- Inclusion of mobile phone policy compliance in Trust and school self-evaluation frameworks.
- Oversight of any complaints received in relation to this policy.

Appendix A — Quick Reference Summary

	PRIMARY SCHOOLS	SECONDARY SCHOOLS
Can children and young people bring a phone to school?	No. Phones must not be brought onto school premises.	Mobile devices will be locked in a Yondr pouch immediately on entering school grounds.
Who may grant an exception?	Headteacher or CEO only. No other member of staff may grant permission.	Headteacher or CEO may grant SEND/medical adaptations. Yondr pouch system applies to all others.
Can children and young people use their phone during the day?	No. No pupil may contact anyone by phone on school premises.	No. Pouches are locked all day. No pupil may contact anyone by phone on school premises.
What happens if a phone is found/used?	Phone confiscated immediately. Sanction escalation framework applies (see Section 8).	Pouch unlocked or phone found in use, confiscated immediately. Sanction escalation framework applies.
How is the phone returned?	To a parent/carer only, on the Friday of the confiscation week, between 2pm–4pm.	To a parent/carer only, on the Friday(s) specified in the escalation framework, between 2pm–4pm.
What else happens on the day?	Pupil is educated separately from peers for the remainder of that school day.	Pupil is educated separately from peers for the remainder of that school day.

Appendix B — Sanction Escalation at a Glance

The following applies to all Trust schools (primary and secondary) whenever this policy is breached:

Breach	Phone Held Until	Collection	Same-Day Consequence
1st	End of that week (Friday) Max: ~1 week	Parent/carer collects on that Friday 2:00pm – 4:00pm	Educated separately from peers for remainder of that day
2nd	The following Friday Max: 2 weeks from confiscation	Parent/carer collects on that Friday 2:00pm – 4:00pm	Educated separately from peers for remainder of that day
3rd+	Two consecutive Fridays Max: 3 weeks from confiscation	Parent/carer collects on one of those Fridays 2:00pm – 4:00pm	Suspended for one full day

