



Mobile Phone Policy – Mary Immaculate High School

1. Rationale

This policy aims to support a focused, respectful, and safe learning environment by ensuring that mobile phones and related devices do not disrupt teaching, learning, or wellbeing. The use of secure mobile phone pouches ensures that students remain free from digital distractions during the school day.

2. Scope

This policy applies to all students in Years 7–11.

3. Expectations

- All students must place their mobile phone, earbuds, and smartwatches into a school-issued locking pouch during morning registration (8.55am)
 - The pouch must be locked immediately and kept in the student's school bag throughout the day.
 - Pouches are unlocked at designated exit points at the end of the school day; pouches do not leave the school site.
 - Students arriving late must collect and use a pouch from reception upon signing in. This also applies to pupils on reduced timetables.
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4. Exemptions and Adaptations

- No general exemptions will be granted.
 - Adaptations may be made for students with medical devices (e.g., Continuous Glucose Monitors) that require phone connectivity. These students will use a specially adapted pouch and be supported by the school's healthcare needs manager.
 - Any other medical-related phone use will be managed on a case-by-case basis.
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5. Communication During the School Day

- Students cannot access their phones during the school day.
 - If a student needs to contact home, they must go through the pastoral or main office.
 - Parents/carers should contact the school office directly in case of emergencies. Parents should use the main school number – 02920593465 or email admin@maryimmaculate.cardiff.sch.uk . Staff are on duty every hour to deliver any emergency message or support pupils.
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6. Emergencies

- In the event of a fire, lockdown, or other emergency, students must follow staff instructions and established safety protocols.
 - Mobile phones are not required and will hinder emergency procedures.
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7. Lost, Damaged, or Misused Pouches

- Pouches remain the property of the school and must not be personalised, written on, or damaged.
 - A £20.00 replacement fee will be charged for lost or damaged pouches.
 - Students are responsible for the care of their phones while in the pouch.
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8. Sanctions for Non-Compliance

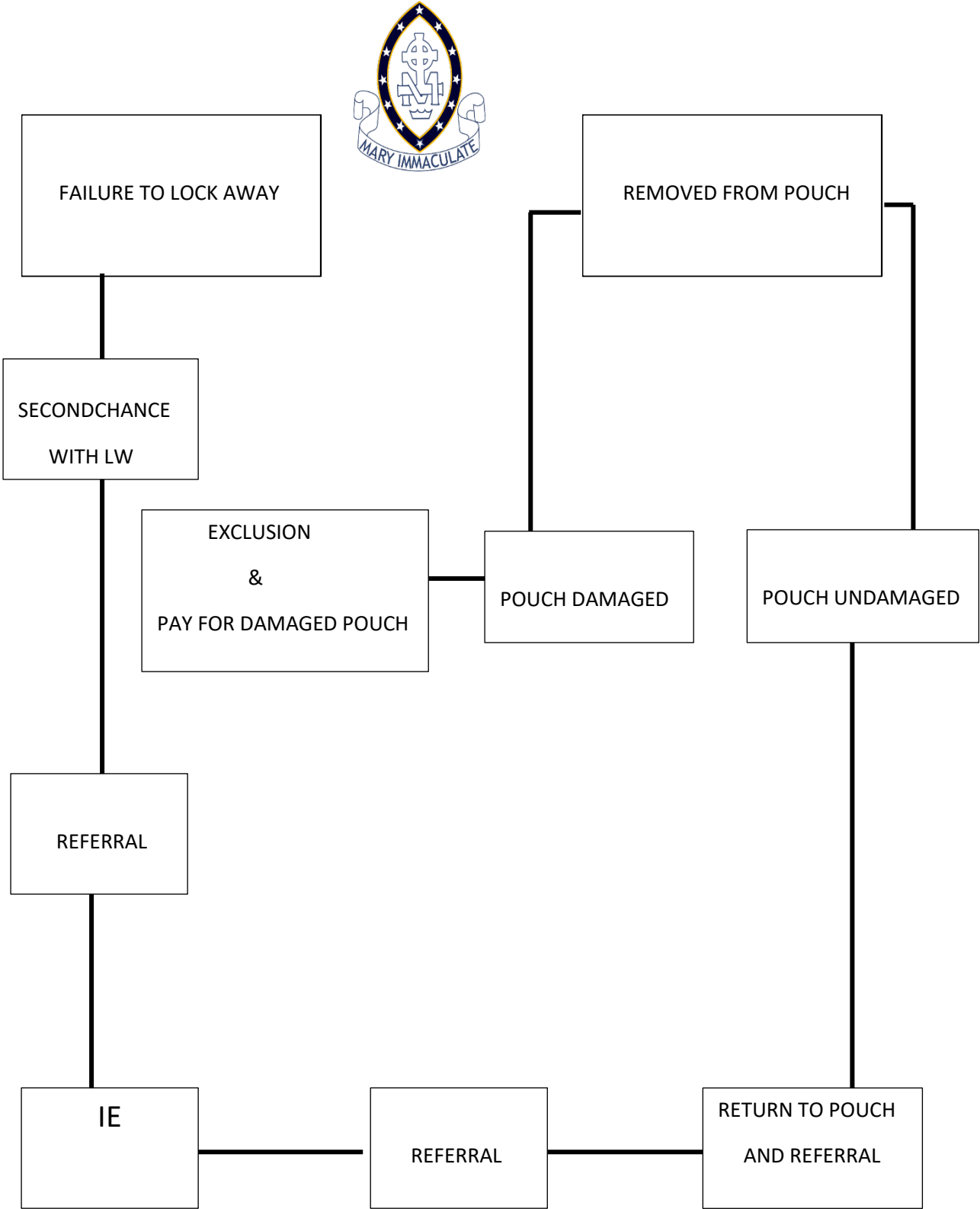
- Refusal to use the pouch or attempts to bypass the system (e.g., hiding phones, tampering with pouches) will result in sanctions in line with the school's Behaviour for Learning Policy – for example pupils will be asked to comply, followed by Internal Exclusion and phone removal. Damaged pouches will be charged to parents and exclusions from school will apply.
 - Repeated refusal may lead to time in IE or further exclusions.
 - If a phone rings or is accessed during the day, the pouch may be confiscated and further sanctions applied. The school can and will remove pouches from pupils and place them for safekeeping elsewhere if necessary.
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9. Additional Notes

- Unlocking is quick (under one second per student) and supervised by duty staff.
- Students needing to leave school early (e.g., for appointments) will have their pouch unlocked by office staff.

- Students who forget to unlock their pouch at the end of the day can do so the next school day or speak to senior staff on the school gate (who will have additional unlockers).
- **Policy is pending approval from Governors October 2025**

Appendix A Mobile Phone Discipline Flowchart



Multiple occurrences (seen through referrals) will result in return to IE, removal of phone to SLT/office and/or Exclusion. Parental meetings to occur as part of the processes.