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Phone Confiscation Policy

2025-2026

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Reviewed	September 2025
Next review date	September 2026

Applies To: All students in Years 7-11

1. Purpose

The purpose of this policy is to:

- Minimise distractions during learning.
- Promote positive behaviour and wellbeing.
- Ensure student safety and prevent misuse of mobile devices.
- Maintain a secure and consistent environment for all students.

2. Scope

This policy applies to all students during school hours, on school grounds, during school-organised activities, and on school transport. It covers all mobile phones and smart devices capable of communication or internet access.

3. Policy Statement

1. All students are **required to hand in their mobile phones** at the front gate/office upon arrival and collect them at the end of the school day.
2. Phones must remain **switched off or on silent mode** during the school day.
3. Students are **not permitted to use mobile phones** in classrooms, corridors, canteens, playgrounds, or during school events unless explicitly authorised by staff for educational purposes.
4. Any phone **not handed in at the front gate/office** will be confiscated immediately.

4. Collection and Storage Procedures

1. Students must hand their phone to front office staff upon arrival between 7:45am – 8:15am.
2. Phones will be stored securely in a phone locker.
3. Phones will be returned to students at the end of the day between 2:55pm-3:10pm.

5. Confiscation and Safety Exceptions

1. Confiscation Rule:

- Students who breach the mobile phone policy will have their phone **confiscated**.
- At Read Academy, confiscated phones will be **held for 3 days** in a secure locker and returned to the parent/carer.

2. Safety Exception:

- If a student **requires access to their phone for safe travel home** (e.g., going home alone, using public transport, long-distance travel):
 1. **Parental Verification:** Staff must contact a parent/carer to confirm the necessity of early release.
 2. **Supervised Release:** The phone may be released directly to the student for the journey home.
 3. **Logging:** Staff must record the **date, time, reason, and staff member** authorising the release.
- This exception **does not remove any disciplinary consequence** for the original policy breach.
- Repeated requests for early release must be reviewed with the student and parents/carers.

3. Principles:

- Safety takes priority, but consistency of enforcement remains essential.
- Students and parents/carers must understand that early release is strictly for **verified safety reasons**.
- All other mobile phone rules remain in force.

6. Consequences for Non-Compliance

Repeated offences	Behavioural contract and further disciplinary measures per school code of conduct.
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7. Emergency Contact

- Students may access the front office telephone for urgent calls.
- Parents may contact students via the front office.

8. Roles and Responsibilities

Students: Comply with the policy, hand in phones daily, and report lost devices immediately.

Staff: Monitor compliance, confiscate phones if necessary, maintain logs and report repeat offences to SLT.

Parents/Carers: Support the policy by reinforcing the importance of phone hand-in and not contacting students directly during school hours.

Front Office: Safely store phones, maintain logs, and return devices at the designated times.

9. Communication

- Policy will be communicated to students and parents at the start of each year/term.
- Policy will be available on the school website.

10. Review

This policy will be reviewed annually by the school leadership team or sooner if required due to changes in school operations or technology use trends.

Frequently Asked Questions

What if my child goes home alone and needs their phone for safety reasons?

Students who travel home independently are encouraged to make alternative arrangements in advance, such as agreed-upon routes, pickup times, or check-in plans. If needed, students may request access to a school phone at dismissal to contact a parent or guardian.

What if my child needs a phone to arrange transportation (e.g., Uber or similar ride services)?

On the **day of confiscation only**, if a student has no pre-arranged transportation home, the school may assist by arranging a ride-share service on the parent's or guardian's behalf. Any costs incurred must be reimbursed to the school on the same day. On subsequent days during the confiscation period, parents and guardians are expected to make transportation arrangements in advance.

What if I am unable to collect my child's phone after the three-day period?

If a parent or guardian is unable to collect the phone in person, the device may be released to the student after the confiscation period, provided **written permission** has been received from the parent or guardian. Additional arrangements can be discussed with the school administration if needed.

Are there any exceptions to this policy?

Exceptions may be made for documented medical needs or other circumstances approved in advance by school administration.