

Phone Pouch Local Arrangements

Date of last review	01/09/2027	Date of next review	01/09/2028
Review period	Annually	Owner	Principal

1. Daily Expectations and Protocols

To ensure a calm, focused, and equitable learning environment, Ipswich Academy operates a strict, phone-free system during school hours using signal-blocking secure pouches.

During the school day, the pouch must remain locked. It must not be opened until the student reaches the unlocking stations when they leave the site.

Loan and Responsibility:

- Every student is issued one secure pouch on loan. It remains school property, but students are responsible for bringing it to school every day.
- Note: The pouches fit all phones and standard sized cases. Any bulky cases must be removed.

The Arrival Routine:

- Mobile phones must be switched off, placed inside the pouch, and securely locked before entering the school gates.
- Any student signing in late must show their phone securely in their pouch to the staff member in student reception before entering circulation. Screening and searching may apply to students arriving late too.

Compliance Checks:

- To ensure the routine is firmly established, checks will be carried out in BGT and/or earlier, for example on the school gates upon arrival or at designated year group entrance doors.
- Unannounced spot checks will also occur throughout the day.

The pouch must remain locked throughout the school day. It must not be opened until the student reaches the unlocking stations when they leave the site.

Unlocking Exceptions:

Pouches must not be opened during the day unless in exceptional circumstances, with explicit approval from staff.

Medical Exemptions:

Students who require access to their phones for verified medical reasons (such as digital tracking of diabetes) will be issued a bespoke pouch which can only be issued under the strict authorisation of the principal.

Forgotten, Lost, or Damaged Pouches:

- A phone pouch is a required piece of school equipment and must be brought into school each day, regardless of a student bringing in a phone.
- If a student forgets their pouch, they must hand their phone to student reception on arrival for secure storage until the end of the day.
- If a pouch is lost or damaged, the student must hand their phone to student reception, until a replacement pouch is purchased via the school shop.
- If a student states that they do not have a phone and shows an empty pouch, a member of staff may use the wand scanner to check.
- **Failure to do so would automatically be at least classed as “deliberate defiance & deception” below.**

Student Emergency Contact:

- It is the expectation that all messages a student needs to view will be done so after the pouch is unlocked upon leaving. On the rare occasion a message needs to be passed to a student in an emergency, this can be done via Reception.
- If a student needs to urgently contact a parent during the day, they must speak with their Year Team at break/lunch, who will be able to support.

2. Proactive Countermeasures Against Bypassing

Students must not attempt to bypass the pouch system. The Academy explicitly classifies the following (non exhaustive) examples as breaches:

Deception:

- Putting anything other than the student's “main” phone in the pouch, while keeping the “main” phone hidden.

Defiance:

- Opening the pouch before leaving site, via any means.

Tampering:

- Deliberately damaging the pouch in any way. Staff will routinely check for damage.

3. The Pouch Consequence Ladder

Category 1: Carelessness and delay

- Non Exhaustive Definition: "Forgetting" to put their phone away or waiting until Base Group Time to see if staff will check before securing it.
- Consequence: Warning at the discretion of the Head of Year but potentially progressing to a 30 to 90-minute After-School Detention, dependent on the specific facts of the matter.
- [Note: This definition will not extend beyond the end of BGT]

Category 2: Deliberate Defiance & Deception

- Non Exhaustive Definition: A clear, conscious decision to bypass the policy, including being found with a phone in their pocket/waistband beyond BGT, refusing to lock the phone away, deception as described above, failing to wait to be screened/searched, or failing to report a forgotten/lost/damaged pouch to the Year Team on arrival.
- Consequence: Immediate phone confiscation. Full day in the Internal Suspension Room (ISR). Refusal to hand over a mobile phone will result in a suspension from school.

Category 3: Deliberate Serious Misconduct

- Non Exhaustive Definition: Opening the pouch via any means (including via damage), before being allowed to do so, or using a bypassed phone to record video or photos on the school site.
- Consequence: Fixed-Term Suspension from School.

If a phone is confiscated multiple times, it may trigger parent collection.

4. Catch-All and Adaptability Clauses

Any intentional attempt to undermine the purpose of the pouch system will be treated as an act of defiance, regardless of the method used.

Search and Screen Rights:

If a member of staff reasonably suspects a student is hiding an unpouched phone, a damaged pouch or any prohibited item on school site, the Academy reserves the right to screen the student with an electronic wand and/or search in accordance with usual search procedures for prohibited items. Refusal to comply will result in a suspension from school.