



SURBITON

HIGH SCHOOL

Mobile Digital Devices

Contents

Ethos and Aims.....	2
Policy Statement	3
1. Senior School Procedures	5
1.1 Locking a mobile phone in a Yondr pouch.	5
2. Sixth Form Procedures	7
3. Prep Schools Procedures.....	7
4. Mobile Devices and Public Examinations.....	8
5. The use of mobile devices on School trips.....	8
6. Document Information	9



SURBITON

HIGH SCHOOL

Ethos and Aims

Surbiton High School aims to **inspire, encourage and empower** all its students to discover and embrace their individual talents, within United Learning's core mission to bring out "the best in everyone". We combine an intellectually rigorous academic environment with outstanding pastoral care and outstanding co-curricular opportunities; through this provision, we encourage our students to live out our **School values**, and become compassionate, respectful, courageous, and inquisitive members of the community.

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the



SURBITON

HIGH SCHOOL

aims of United Learning, including its *Framework for Excellence*, which can be found at:
www.unitedlearning.org.uk

Policy Statement

Surbiton High School is a friendly and vibrant community where individuals thrive and feel happy, secure, confident and valued. We also aim to work in close partnership with parents, and to provide an intellectually rigorous and challenging academic environment with outstanding pastoral care and support.

The School recognises that personally owned mobile phones and digital devices are now an integral part of young people's culture and way of life and can have considerable value, particularly in relation to individual safety. Such technology will play an increasing part in future learning practices, but its use should follow agreed rules and guidelines.

The School aims to educate pupils in the responsible use of technology.

Mobile phones/digital devices do present a number of challenges:

- They are valuable items that can be stolen.
- Their use can render pupils subject to potential bullying or inappropriate contacts.
- They can disrupt the learning environment if used inappropriately.
- Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

In our policy on mobile phones, we recognise that:

- Many parents value the opportunities to be in contact with their children offered by mobile devices, particularly during the journey to and from School, and feel that possession of a mobile device enhances their child's safety;
- Mobile phones and digital devices are often expensive and desirable pieces of equipment and should be protected from loss, damage or theft;
- The unauthorised use of mobile digital devices during lessons distracts pupils from learning;
- Mobile digital devices can be used as tools in bullying and other undesirable behaviour such as the capture or circulation of images and sound recording without the consent of all involved;
- Many young people spend large amounts of their free time using communications technology, and we would like to encourage engagement in face-to-face socialising and other kinds of activities during School break and lunchtimes.

Our policy therefore is that mobile devices may be carried on the journey to and from School. On arrival at School, pupils must follow the procedures outlined for the Senior School below and lock devices in a Yondr pouch to avoid distraction in lessons, the risk of the device being lost, damaged or stolen and the potential for cyber-bullying or other inappropriate behaviour.

In addition to this, Meta glasses, pin badges, earbuds with recording functionality and smart watches (wearable electronic devices, typically worn on the wrist, capable of connecting to a smartphone, the internet, or other



SURBITON

HIGH SCHOOL

networks to send and receive messages, calls, notifications, or data) are not allowed to be worn by pupils in all years up to and including Year 13.

Throughout this policy, “mobile devices” should be understood to include mobile phones or smart watches which are connected directly or indirectly to mobile phone networks, as well as other wi-fi enabled devices such as personally-owned iPads (i.e., not those supplied by the School).

Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy applies to all members of our School community, including those in our EYFS setting.

Surbiton High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School’s Equal Opportunity Policy document.

This policy is available to relevant parties, in accordance with our statement on the provision of information, on the United Hub and MIS. This policy should be read in conjunction with the following policies:

- Anti-Bullying
- Child-on-child Abuse (including harassment and violence)
- Behaviour and Discipline
- Exclusion, Expulsion, Removal and Review

This document is reviewed annually by Olivia Adams or as events or legislation change requires. The next scheduled date for review is May 2027.



SURBITON

HIGH SCHOOL

1. Senior School Procedures

As with all of a pupil's personal belongings, it is the pupil's responsibility to ensure that a mobile device is protected from loss, theft, or damage. Pupils may keep a mobile device on their person within a Yondr pouch, but we strongly recommend that it be stored in a locked locker and only be retrieved from the locker at the end of the School day. In either case, it must be switched off unless its use is allowed by a teacher during a lesson for a specific purpose. This is in line with our policy of vigorously encouraging the use of technology for academic purposes.

1.1 Locking a mobile phone in a Yondr pouch.

Locking a mobile phone in a Yondr pouch at the start of Registration each day

- Each pupil must bring their Yondr pouch to school with them every morning.
- It is their responsibility to ensure the pouch is in the unlocked position for Registration. Unlocking stations are available by the entrances to school at the start of the day if required.
- At 08:25am, at the start of Registration, the classroom teacher will ask every pupil to switch their phone off and put it in their Yondr pouch and click the pouch shut.
- The pupil keeps the pouch, and their phone, on them or in their locked locker for the day. It remains their property and responsibility, but the phone cannot be accessed.
- At the end of the day, on the way out of school, the pupil touches their phone against an unlocking station which opens the pouch.
- We recommend the pupil stores the pouch in the "unlocked" position in their school bag until the following morning; and clearly names their pouch.
- If a pupil needs to contact a parent during school hours, they can go to the main School Reception or Head of Year office and ask to use the phone there.

If a pupil comes to school without their pouch

- If, at the start of Registration or at any point during the school day, a pupil does not have their pouch with them, their teacher will send them to reception to get a spare pouch.
- These pouches will be marked "SPARE" and must be returned to reception at the end of the day. If a pupil does not return the loan pouch at the end of the day, they will be issued with a Head of Year detention.
- The pupil will be issued with a Head of Year detention for a second offence in failing to bring a pouch to School. We understand that mistakes happen and expect that pupils will learn from the first instance that this happens.
- Detentions will escalate for repeat offences, in line with other aspects of the school behaviour systems.
- If a pupil has gone to reception of their own volition before Registration and collected a spare pouch before 8.25am, they will not receive a detention, provided the loan pouch is returned to reception at the end of the school day.

If a pouch is lost or damaged

- Accidental damage is unlikely, given the sturdiness of the pouches.



SURBITON

HIGH SCHOOL

- If a pupil loses a pouch, they will be charged for a permanent replacement (see note below regarding costs). Replacements can be obtained from the main reception. The cost of a replacement pouch is £30 + VAT.
- If a pupil deliberately damages a pouch (e.g. cuts it open), they are issued with an SLT detention after School on Friday for 90 minutes, and the cost of a replacement will be billed to their parents.
- Though highly unlikely, if accidental damage renders a pouch obsolete, a new one will be issued free of charge.

If a pupil leaves their phone turned on in a pouch and somebody rings it

- The phone will ring as pouches do not block the signal.
- That pupil has failed to follow the instructions at the start of the day (which included the instruction to switch their phone off). Their pouch and phone are confiscated and handed into main reception and can be collected at the end of the day.

Preventing pupils accessing the unlocking stations during the day

- Unlocking stations consist of a lockbox containing the unlocking device so that they are only available at the appropriate time of day.

If a pupil goes home at the end of the school day without unlocking their phone

- This is comparable to a pupil forgetting their phone in their locker.
- In the same way that it is usually possible to arrange to come on-site outside normal hours to retrieve a forgotten item, so to it will be possible to arrange to come on-site to access an unlocking station. Pupils and parents must be aware that this may take more than 24 hours to organise.
- That pupil will not be able to access their phone during that period of time.

If a pupil arrives at school early for ski training, rowing, etc.

- They will bring their phone and pouch with them, as they would if they were arriving at the usual time. They will lock their phone in their pouch at 08:25am.

If a pupil needs to leave school early for reasons of sickness, an appointment, etc.

- Pupils can request that their phone be unlocked when signing out, as they already must, at one of the reception desks.

If a pupil arrives at school after Period 1, for example after an early appointment.

- That pupil will lock their phone in their pouch when signing in, as they already must, at the reception in the main building or SAR.

If a pupil needs to contact their parents during the school day, for instance because arrangements for an after-school event have changed, they should go to Reception or the Head of Year office, where they will be permitted to use the telephone, or ask permission from a member of staff to use their mobile device for this reason only.



SURBITON

HIGH SCHOOL

If a pupil needs to use their mobile device for any other reason while on the School premises, they must ask permission from a member of staff.

If a member of staff finds a pupil using their mobile device during the School day without permission, the pupil will be issued with a Head of Year detention. The device will be switched off and locked in the pupil's Yondr pouch. Subsequent incidents will be escalated in line with the School's Behaviour Policy.

It is expressly forbidden for a student to access websites during the School day except through the School's network or unless instructed by a teacher during a lesson. The School's network is filtered, and students' use of websites is monitored. Students will not be able to access the School WiFi from a personal device.

2. Sixth Form Procedures

Students in Years 12 and 13 may only use their mobile phones **within the Sixth Form Common Room**.

For the avoidance of doubt, the use of mobile phones is **explicitly prohibited** in all other areas of the school, including but not limited to:

- Classrooms
- Corridors
- The Sixth Form Study Area
- The School Library
- Art Studios
- Drama Studios

When outside of the Sixth Form Common Room, access to online resources must be via the **school-issued iPad only**.

3. Prep Schools Procedures

Mobile Phone Policy for Years 5 and 6

At the Prep schools, we prioritise creating a focused and distraction-free environment. While it is generally unusual for pupils to bring mobile phones to School, we understand that some parents request permission for their Year 5 and 6 children to walk home unaccompanied. In these cases, bringing a mobile phone can provide an additional sense of security for both the pupil and their family. To accommodate this need while maintaining school policies, we have outlined the following process:



SURBITON

HIGH SCHOOL

1. **Permission Required:** Parents must submit a written request if they wish for their child to leave school unaccompanied.
2. **Phone Check-In:** Pupils bringing a mobile phone to school must check it in at the office upon arrival.
3. **Secure Storage:** The phone will be switched off and securely stored in the office for the entire School day.
4. **Phone Check-Out:** Pupils may collect their phones at the end of the day as they leave.

This policy ensures that any mobile phones on site are managed responsibly, prioritising both pupil safety and our commitment to an undistracted learning environment.

4. Mobile Devices and Public Examinations

In accordance with JCQ policy, pupils may not take mobile devices (including smart watches) into public examinations. A procedure is provided by the Examinations Office to ensure that mobile devices are stored securely during examinations and there can be no accusation of misconduct. The procedure is as follows:

- Pupils are given the option of putting their mobile device into the plastic box before entering the exam room. The device must be switched off.
- The plastic box is held by the Invigilators (for examinations with large numbers of candidates there may be several boxes).
- The boxes of devices are brought into the examination room by the invigilators and kept under their supervision.
- At the end of the examination, the invigilators ensure that each mobile phone is returned to the pupil.

5. The use of mobile devices on School trips

At Surbiton High School pupils have many opportunities to participate in trips which are planned to enhance their learning and development. Whilst we recognise that parents may wish pupils to carry a mobile phone or digital device during a trip, whilst on the trip pupils' attention should be on the activity taking place. How this is achieved with relation to mobile phones / digital device varies from trip to trip, depending on the nature of the activity and the length of time away from home. Many staff require mobile phones or digital devices to be switched off during trips and only permit them to be switched on when pupils arrive back at School. Others allow pupils to use their devices during the journey home to notify parents of an estimated time of arrival. On residential trips, staff may permit pupils to use their mobile devices to contact parents during evening free time. Pupils should listen to instructions from staff organising their trip and follow any procedures laid down for the use of mobile devices. Failure to comply with procedures will result in the usual School sanctions. For residential trips, a meeting for parents is held prior to the trip departing, and the procedures which will be applied to the use of mobile devices on the trip will be covered at this meeting.

For most trips, trip leaders can book a School mobile phone for which the number can be shared with parents. This can be used in the rare case of an emergency at home and a pupil needs to be contacted by parents.



SURBITON

HIGH SCHOOL

Communication can also be made with the trip duty officer, who can act as a point of liaison between parents and the trip leader, if required.

6. Document Information

Version Number	6
Reason for Version Change	Annual Review
Name of owner/author	Olivia Adams
Name of individual/department responsible	Olivia Adams, Vice Principal, Academic
Target Audience	Staff
Date issued	1 st September 2026
Where available	Common Docs
Review Date	May 2027