



Rugeley John Taylor School

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Mobile Phone Procedure & Guidance

September 2026

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At Rugeley John Taylor School, we are committed to creating a learning environment where every student can thrive, and where every student leaves our school ready to live a life full of choice and opportunity. Our young people are growing up in an increasingly complex world, living their lives on and offline. This presents many exciting opportunities - but also academic, emotional and social challenges.

Our goal is to promote a focused and distraction-free learning environment whilst encouraging responsible use of technology. Smartphone use can easily become addictive and can foster unhealthy attachments, often leading to peer issues and poorer mental health. To eliminate the distraction of mobile phones and to support student wellbeing, our mobile phone procedure incorporates the use of Yondr phone pouches.

Yondr pouches provide a simple and secure way of supporting a phone-free approach across our school. This approach provides a balanced solution, ensuring young people retain possession of their phones while minimising distractions during school hours. The pouch helps foster social interaction, improve focus on learning, and reduce stress associated with phone use, all while maintaining communication for families during travel to and from school.

Student Phone Procedure & Guidance

Rugeley John Taylor is a phone-free school. Each student is assigned a personal Yondr pouch, and they are responsible for bringing it to school each day and keeping it in good working condition. Phones and any wearable tech will be secured in the pouch upon arrival at school and will remain there until the end of the school day. No student is permitted to use their mobile phone or any electronic device whilst on the school site.

Daily Process

Upon arrival at school students will:

- Turn their phone off.
- Place their phone and any wearable technology inside their Yondr pouch during line-up and lock it in the presence of school staff who will check that devices are switched off.
- Keep the pouched phone with them throughout the school day and store it in their bag.
- Place the pouch on top of their books or in a separate compartment of their bag. The pouch should not be used as a replacement for a protective case and/or screen protector.

At the end of the school day, students will:

- Unlock their pouch at an unlocking station before exiting the school gates.
- Remove their mobile phone and any wearable tech.
- Close and lock the pouch again as this minimises the risk of any accidental damage.

Students must bring their Yondr pouches to and from school every day.

Procedures and Sanctions

Late Arrivals/Early Dismissals

- Students who arrive late or are leaving early must pouch or unpouch their phones and wearable tech in secondary reception in the presence of school staff.
- Students attending fixtures and trips off site should unlock their pouches before leaving school. Phones should remain in unlocked pouches until students are given permission to unpouch them.

Forgotten Pouches

- If a student forgets their pouch, their phone will be collected and securely stored in secondary reception until the end of the day. Parents/carers will be contacted and reminded of the procedures.
- If a student forgets their pouch on multiple occasions, parents/carers will be contacted and asked to collect the phone.
- Repeated instances of forgotten pouches will result in the pouch being treated as lost and a replacement fee of £17 (correct at the time of publication) will be charged.
- The student's phone will be stored in secondary reception each day until the fee is paid for a new one.

Lost or Damaged Pouches

- If a pouch is lost or damaged, a replacement fee of £17 (correct at the time of publication) will be charged.
- If accidental damage occurs, students must report it immediately. If damage is discovered during checks and has not been reported, it may be considered intentional.
- Pouches must not be graffitied and remain the property of the school. At the end of a student's time in the school, pouches should be returned to the school in a usable condition with only expected signs of wear and tear.

The following may indicate intentional damage:

- Graffiti
- Ripped or cut fabric
- Bent or cut pin
- Signs of force to the black locking mechanism
- Pen marks inside the pouch
- Pouch opening without a station
- Scuff marks on the black ball



Any attempt to tamper with the Yondr system, including use or possession of high-strength magnets will be treated as a serious offence. Magnets and other devices designed to tamper with the Yondr system are on the school's prohibited item list and if found, will be confiscated immediately. Appropriate sanctions in line with the school's positive conduct procedure will be applied. These may include, but are not limited to, internal and external suspensions, or referral to another school or provision.

Phone Use During the School Day

Students should use the Yondr pouch system as intended, following the normal procedures for locking and unlocking their mobile phone each day. If a student is found to be in possession of a phone outside of their pouch on school site, the phone will be confiscated and returned at 3.45pm, following a 30-minute after school detention for breaching our mobile phone procedure.

If a student is found to have been in possession of their mobile phone outside of their pouch on the school site on more than one occasion, they will move to Stage 1 of our mobile phone procedures. Parent meetings will be held at each stage of our mobile phone procedures as necessary.

Stage 1

At this stage, the student must hand their mobile phone to a designated staff member each morning and collect it at the end of the day. This arrangement will remain in place for three school weeks. During this period the student will also be screened for electronic devices on a more regular basis.

Stage 2

If a student fails to follow the Stage 1 arrangements, they will move to Stage 2. At this stage, the student must hand their mobile phone to a designated staff member each morning and collect it at the end of the day. This arrangement will remain in place for a full half-term. During this period the student will also be screened for electronic devices on a more regular basis.

Stage 3

If a student fails to follow the Stage 2 arrangements, they will move to Stage 3. At this stage, the student is not permitted to bring their mobile phone onto the school site at all. This ban will apply for the duration of a full half-term. During this period the student will also be screened for electronic devices on a daily basis. The school also reserves the right to apply additional sanctions for continued defiance, including internal and external suspensions.

Stage 4

If a student in Stage 3 breaches these arrangements, they will move to Stage 4. At this stage, the student is banned from bringing a mobile phone to school for the remainder of the school year. The school also reserves the right to apply further sanctions for persistent non-compliance, such as internal or external suspensions or referral to another school or provision.

Bag searches and screening with metal detecting wands may be conducted if staff have concerns that a student has a mobile device on them that hasn't been secured into their pouch.

The school undertakes random screening using metal detecting wands. Schools are allowed by law to screen students even if they don't think the student has anything prohibited on them. Students cannot refuse to be screened. If they do, they are not allowed on the school site. Students who have been found in possession of a mobile device outside of their pouch, will be screened on a more regular basis.

Emergencies and Safeguarding

Communications During the School Day

There may be times when parents/carers need to get a message to their child about an emergency situation, for example, students who are responsible for picking up younger siblings from school who need to know about changes to these arrangements. Parents/ carers who need to contact their child during the school day should do so via the school office on 01889 743800 who will in turn ensure a message is relayed to the child in school.

Medical Conditions

There may be times when students who have medical needs, such as students with diabetes or pacemakers, need access to their phones. Arrangements for students who have additional medical needs will be made on an individual basis and will form part of an Individual Health Care Plan. Students who require access to their mobile devices for specific medical purposes will be provided with a medical pouch.

Emergency Procedures

In an emergency, the priority is for students to follow school safety procedures under staff guidance. Students are not allowed to use their phones during a school emergency as unauthorised phone use may:

- Delay emergency responses
- Spread misinformation
- Put students and staff at increased risk
- Disrupt coordinated safeguarding efforts

Emergency communications will always be managed through the school.

In the case of a school emergency, designated members of staff will have access to portable unlocking stations if they are in grasp and safe to do so.