

Mobile phones – FAQs



Key information

Students who bring a mobile phone to school will hand it in at the start of the day. It will be stored securely in a designated locker in the student's form room and returned at the end of the school day. Students with an agreed medical need, disability-related reasonable adjustment or other exceptional arrangement will be supported through an individual plan.



The change and its purpose

What is changing from September 2026?

For students in Years 7–11, the school will move from an “on site, out of sight” approach to a hand-in system. Any mobile phone brought to school must be handed in at the start of the day, stored securely in the designated form-room locker and collected at the end of the school day.

Why is the school making this change?

The Department for Education (DfE) statutory guidance expects schools to be mobile phone-free by default and to ensure that pupils do not have access to phones throughout lessons, movement time, break and lunch. The change removes distraction and temptation, supports safeguarding and encourages face-to-face interaction while still allowing students to carry a phone on the journey to and from school.

Does my child have to bring a phone to school?

No. Bringing a phone is optional. Students who do not need a phone for their journey may leave it at home. The school does not require students to own a mobile phone.

Does this apply to Sixth Form students?

These arrangements apply to Years 7–11. Students in the Sixth Form at LPGS are permitted access to their mobile phone in designated Sixth Form areas only.

Can phones be used at break, lunch or between lessons?

No. The purpose of the system is to make the school day phone-free. Phones will remain stored throughout lessons, movement time, break and lunch.

What other devices are covered?

The school already prohibits the use of smartwatches, which have the functionality to send and/or receive notifications or messages via mobile phone networks and the ability to record audio and/or video.

Mobile phones – FAQs



Hand in, storage and return

What should a student do on arrival?

The phone must be switched off and handed in at the beginning of morning registration. Collection may take place as students enter the form room or as the teacher calls students forward. Students who register by prior arrangement in an alternative location, such as the Wellbeing or SEND hub, will hand in and collect their phone there.

How will phones be identified and stored?

Phones handed in through normal registration will be placed in a tray (in the designated slot allocated to your child) and stored in the secure designated locker in the tutor room.

PLEASE NOTE: Phones must be switched off before being placed in the tray.

When and where will phones be returned?

Phones will be returned at the start of afternoon registration. This allows staff to complete the return before any student leaves the room and gives students time to place the phone directly into their school bag. Phones must remain switched off and out of sight until the student has left the school site.

What happens if a student arrives late?

A student arriving late before 8.45am will hand the switched-off phone to the late desk and receive a numbered card. The phone will be returned during the C1 late detention at the end of the school day. A student arriving after registration will hand the phone to Reception and receive a numbered card; at the end of the day, the student must return the card to Reception to collect the phone.

What happens if a student has to leave school during the day?

If a student has an appointment during the school day (or leaves school feeling unwell), they will sign out at Reception in the normal way. An on-call member of staff or another available key holder will collect the phone from the tutor-room locker and record its removal and return to the student. If the student comes back to school later that day, the phone must be handed to Reception on return and collected from Reception at the end of the day.

What about detentions, clubs, fixtures or rehearsals after school?

Phones are returned at the start of afternoon registration but must remain switched off, in the student's bag and out of sight until the student leaves the site after any after school club or activity, whilst on the school site.

Where a student is in a detention at the end of the school day, arrangements will be made for phones to be returned in the detention by the supervising staff member(s).

What happens on trips, residential visits or off-site activities?

Arrangements may differ according to the trip, its timing and safeguarding needs. For example, arrangements will remain in place for the collection, storage and return of mobile phones where a trip leaves and returns during the school day. The trip leader will communicate any specific arrangements and expectations regarding the use of mobile phones on trips outside the normal school day and residential trips.

Mobile phones – FAQs



Contact, safety and emergencies

How can I contact my child urgently during the school day?

Please contact the school office on **020 8639 5200**. Staff will relay an urgent message or arrange appropriate contact. Please do not rely on calling or messaging your child's mobile during the school day.

How can my child contact me if they are unwell or need help?

The student should speak to a member of staff, reception, or their pastoral team. Where contact with home is appropriate, school staff will make the call or arrange supervised access to a school phone. Students should not use their own phone to arrange collection without staff involvement.

What happens during a school emergency or lockdown?

The school will follow its established emergency and safeguarding procedures and will communicate with families through official channels. Students should follow staff instructions. Personal phone use can overload communications, spread unverified information or compromise safety, so stored phones will not routinely be released during an incident unless the emergency plan requires it.

Can my child still use their phone for the journey to and from school?

Yes. The hand-in model allows students to use a phone before arrival and after the student leaves the school site. Families should agree safe and sensible journey arrangements and should not expect a response while the phone is switched off and stored securely in school between the hours of 8.30am and 3.10pm.

Medical and individual needs

What if my child needs a phone to manage a medical condition?

A student who needs a phone as part of an agreed medical care plan – for example, to monitor blood glucose – will have an individual arrangement that allows the necessary access. Families should contact the school in advance so the plan can be documented and relevant staff informed.

The school is mobile phone-free by default. A request for individual access can be made because of a medical condition, or another exceptional individual circumstance. You can request a form via the school office via e-mail info@lpgs.bromley.sch.uk. The information you provide will help us decide whether a student needs a specific, proportionate arrangement. An arrangement may allow access only for an agreed purpose, time and place; it does not normally permit unrestricted use.

Will other students know that my child has an exception?

Only staff who need to implement the arrangement will be given relevant information. The school will handle personal and medical information appropriately. Students should not be expected to explain private details to their peers.

Mobile phones – FAQs



Responsibility, breaches and concerns

What if a student forgets to hand in a phone or keeps another phone?

The student should hand the phone to a member of staff at Reception as soon as they realise. If a student is found to be in possession of a phone during the school day, including a second or “dummy” phone, it will be confiscated. A C2 detention will be issued and the phone will be returned to the student’s parent or carer at the end of the week (i.e. on Friday).

Is a mobile phone a banned item in school?

Mobile phones are identified as a banned item under the school rules and may be searched for by authorised staff in accordance with the school’s published behaviour policy and the DfE guidance on searching, screening and confiscation.

What happens if a student uses a phone after afternoon registration but before leaving the site?

Phones must remain switched off, in the student’s bag and out of sight until the student has left the school site. Use on site after afternoon registration will result in a C2 sanction.

What if a phone is lost, damaged or returned to the wrong student?

The student should report the issue immediately, before leaving the return point where possible. The school will check the relevant records and storage area, investigate promptly and contact the family. Phones are brought to school at the owner’s risk, but the school will take reasonable precautions while a phone is in its custody. Any question of responsibility or compensation will be considered on the facts of the individual case and under the trust’s applicable arrangements.

Is the school automatically liable for every phone that is lost or damaged?

No. Liability is not automatic and depends on the circumstances, including whether reasonable care was taken. A separate statutory protection applies where an item has been lawfully confiscated as a disciplinary penalty. Routine morning hand-in is a safekeeping arrangement rather than a disciplinary confiscation, so concerns arising during daily storage will be investigated on their individual facts.

Will the school charge phones or accept accessories?

No. Phones should arrive with sufficient charge for the student’s journey. Chargers, power banks, headphones, bank cards and other accessories should not be handed in with the device.

How will the school keep the process running smoothly?

The school will train staff appropriately, has produced detailed operational guidance and will review the procedure after implementation. Families can help by ensuring phones are switched off and ready to hand in, avoiding non-urgent messages during the day and raising concerns directly with the school.

Who should I contact with a question or concern?

Please address to the school via the school office info@lpgs.bromley.sch.uk. Urgent day-of-school messages should continue to go through Reception on 020 8639 5200.