

COGNITA



BRIGHTON COLLEGE
(SINGAPORE)

SOP.09.25 Mobile Phone Policy

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1. General principles:

1. Brighton College (Singapore) is a phone-free school during the working day (8.50am-3.40pm/4.20pm) for Years 7-13.
2. This policy has been developed in line with Ministry of Education guidance and based on the professional judgement and expertise of Brighton College (Singapore) staff.
3. This policy serves to support the school's vision that our pupils are to be curious, confident and kind learners. We believe this is best achieved when pupils spend more time talking to one another, building interpersonal relationships, socialising and engaging mindfully with the world around them, free from the distraction of mobile phones.
4. Pupils are permitted to bring a mobile phone or smartwatch onto school site, provided they adhere to the requirements set out in this policy.
5. There is no requirement for a pupil to have a mobile phone in school, and the College encourages parents to exercise discretion in determining the appropriate age for their child to have a mobile phone, particularly a smartphone.
6. In this policy, the definition of a mobile phone/smartwatch is a device capable of sending, making or receiving calls or messages and/or taking images or videos.
7. The College reserves the right to require a pupil to hand over a mobile phone or smartwatch where there is reasonable suspicion that it has been used in breach of this policy or where this is necessary for safeguarding, behaviour or disciplinary purposes. Any search or examination of the device will be conducted in accordance with the Behaviour Policy, Acceptable Use Policy and applicable safeguarding procedures.
8. Pupils are responsible for the care of their own property, including mobile phones and smartwatches and the school accepts no responsibility for the loss of, theft or damage to a pupil's mobile phone or smartwatch.
9. We will support our pupils in the implementation of this policy. Pupils not adhering to this policy will receive the relevant sanction as outlined in Appendix A. Further details about School Specific Sanctions can be found in the BCS Senior School Behaviour Policy.

Mobile Phone procedures for pupils in Years 7 – 13:

10. If pupils would like to bring a mobile phone or smartwatch to school, they will need to purchase a Yondr pouch from the school (\$35) to use whenever the phone or smartwatch is on school site. The pupil is responsible for bringing the Yondr pouch to school every day.
 - a. All pupils in Years 7-13 will switch off and lock their phones/smartwatches into the Yondr pouch under the supervision of their tutor at 8.50am.
 - b. The locked pouch should remain in the pupils' school bag or locker for the duration of the school day. The pouch and its contents are the responsibility of the pupil.
11. Mobile phones/watches can be unlocked from the Yondr pouches at 3.40pm or 4.20pm (the point at which the pupil leaves the school site), depending on CCA attendance at the location that the pupil will be departing from school e.g. Gate 3 or Reception.
 - a. Before 8.50am and after 3.40pm/4.30pm all pupils in Years 7-13 must adhere to the "out of sight while on site" rule, keeping their phone in their school bag unless for the express purpose of contacting home or making arrangements for collection.
12. If a pupil arrives late to school, they should sign in at Reception and switch off and lock their phone/smartwatch in the pouch, at this time, showing the member of staff on the front desk that they have done so.
13. Yondr pouches are the personal property of the pupil and should be looked after as such.
 - a. All pouches will be labelled clearly with the child's name and distributed to the child by the school, at the start of the academic year. Additionally, all Yondr pouches will be identifiable to the school by a unique number.

- b. If a Yondr pouch is lost or damaged, the pupil will be required to purchase a new pouch at the cost of \$35. Replacements can be obtained from the Deputy Head Pastoral.
 - c. If accidental damage occurs and renders the pouch unusable, a new pouch will be issued free of charge.
14. Pupils will be allowed one 'forgotten pouch' day per half term. In this instance, a Yondr pouch will be issued by the Deputy Head Pastoral/Key Stage Lead. The pouch will be marked 'SPARE' and must be returned at the end of the working school day.
- a. If a pupil forgets their pouch, the tutor and parent contacts will be notified and a record made on ISAMS.

Yondr pouch 'Opt-out' option:

15. If pupils **never** intend to bring their mobile phone/smartwatch onto school premises, they are not required to purchase a Yondr pouch. Parents may opt out of the Yondr system, confirming that their child will never bring a mobile phone or smartwatch to school. This will be via a survey in the August before each school year begins and this information will be stored and shared internally with relevant staff. If there is a change to a pupil's arrangement during the academic year, parents should inform the Deputy Head Pastoral in writing.
- a. If a pupil has opted out of the Yondr system and is then found to have brought a mobile phone onto school site, they will face a sanction in line with this policy and be required to purchase a Yondr pouch for \$35.

School Trips and Visits:

16. Yondr pouches may be required for sports fixtures and school trips, as directed by the lead member of staff. This will be communicated in advance of the event.
- a. Trip Leads/DSL/EVC reserve the right to determine the proper use of personal devices on school trips, including limiting access, collecting phones and/or making use of Yondr pouches.

Accessing phones and contact between home and school:

17. If a pupil needs to contact home during the school day, they can seek help from their tutor, a member of the pastoral team or the Reception team who will be able to provide access for that pupil to make a phone call.
- a. Parents wishing to contact the school should continue to communicate with tutors (via email) for non-urgent matters and the Reception (+65 6505 9790) for urgent matters.
18. It is acknowledged that some pupils will need access to their mobile phone during the working day for medical reasons. By arrangement with the Health Centre and/or Deputy Head Pastoral, these pupils will be issued with a 'medical' Yondr pouch which will enable access to their phone to meet their healthcare needs.

Implementation and support:

Tutors, Key Stage Leads and Senior Leadership will be working with all pupils to ensure the integrity of this mobile phone policy. All pupils will be supported and positively encouraged to bring their Yondr pouches to school every day, and staff will carry out regular checks on the condition of the pouches.

Appendix A: Non-compliance to the Mobile Phone Policy for Years 7-13:

Tutors, Key Stage Leads and Senior Leadership will be working with all pupils to ensure the integrity of this policy. Any non-compliance with the policy will be taken seriously and is therefore sanctioned

from Level 3, in alignment with the Brighton College (Singapore) Senior School Behaviour Policy. In all cases, a record will be kept on ISAMS. In the case of a Level 4+ Sanction being issued, a record should be made on CPOMS.

Examples of non-compliance and their relevant sanction are outlined below:

A **Level 2** sanction (Behaviour Point) will be given if a pupil is found to:

- Forget their pouch on one occasion during a half term.

A **Level 3 sanction** (Tutor/Subject Detention) will be given if a pupil is found to have:

- Forgotten their pouch on more than one occasion during a half term.
- Not placed their smartwatch inside the Yondr pouch.
- Removed a mobile phone from a Yondr pouch at an unlocking station before the appropriate time as agreed by staff (3.40pm/4.20pm).
- Not switched off their mobile phone before locking it into a pouch.

In these cases, the pupil will be required to attend a Tutor/Subject Detention at 1.30pm and the tutor will contact parents.

A **Level 4 sanction** (SLT Detention) will be given if a pupil is found to have:

- Been using their phone during the school day (08.50am-3.40pm/4.20pm) without the express permission of a member of staff.
- Forgotten their Yondr pouch within the same half-term period in which a Level 3 sanction has already been served.

For a Level 4 sanction, the phone will be immediately confiscated and stored securely in the Deputy Head Pastoral's office and can be collected at the end of the school day.

In these cases, the pupil will be required to attend an SLT Detention at 3.40pm supervised by a member of the Senior Leadership Team and the tutor will contact parents.

A **Level 4+ sanction** (Head of College Detention) will be given if a pupil is found to have:

- Deliberately caused damage to a Yondr pouch with the intention of removing a mobile phone from the pouch.
- Concealed an additional mobile phone that is brought into school and not locked into a Yondr pouch.
- Been using or carrying a mobile phone in school, having opted-out of the Yondr system.*

For a Level 4+ sanction, the phone will be immediately confiscated and stored securely in the Deputy Head Pastoral's office and can be collected at the end of the school day.

In these cases, the pupil will be required to attend an SLT Detention with the Head of College. In this instance, the Deputy Head Pastoral will contact home.

*In this instance, the pupil will be required to immediately purchase a Yondr pouch.

Monitoring and Review:

This policy is reviewed annually by the Senior Leadership Team or sooner if required following legislative, regulatory or operational changes.

Related Policies:

Behaviour Policy