



KNOLE  
ACADEMY



# QUIETCASE PHONE POUCH



[knoleacademy.org](https://knoleacademy.org)



[enquiries@knoleacademy.org](mailto:enquiries@knoleacademy.org)

# QUIETCASE PHONE POUCH FAQ

## WHY ARE YOU INTRODUCING PHONE POUCHES?

**Firstly, we care a lot about our learners' well-being. Without phones, they will have more opportunities to interact face-to-face with their friends, which helps build important social skills and stronger relationships. In the consultation with parents that we held earlier this academic year it was clear that most parents support a restriction of this type.**

The use of a lockable pouch still allows students access to phones when travelling to and from school which was an important consideration expressed by parents.

Another big reason is to reduce cyberbullying. We know that mobile devices can sometimes be used for negative things like bullying and we want to create a safer and more supportive environment for everyone. By creating a mobile phone-free school, we're hoping to cut down on these issues and make school a more positive place for all.

When it comes to academic performance, studies have shown that learners who aren't distracted by their phones tend to do better in school. We want to help our learners achieve their best, and removing this distraction can make a big difference.

Lastly, privacy is another important factor. Mobile devices can be used to take photos or videos without consent, which can invade the privacy of learners and staff. By introducing this new policy, we can help protect everyone's privacy and maintain a respectful environment. Overall, the decision to develop a mobile phone-free zone school is all about creating a positive, engaging, and safe learning environment for everyone.





## WHAT IS THE LATEST DfE GUIDANCE?

While we had consulted on the introduction of mobile phone pouches in December, more recently, the Department for Education decided all schools should be mobile phone-free environments by default; anything other than this should be by exception only.

The latest DfE guidance can be found here:

[www.gov.uk/government/publications/mobile-phones-in-schools](http://www.gov.uk/government/publications/mobile-phones-in-schools)

## WHO IS THE INITIATIVE FOR?

### Key Stage 3 and 4

Any learner who wishes to bring a mobile phone to school must ensure that their mobile phone is placed in a QuietCase, locked and stored in their bag during the day, from 08:45 - 15:30. As a result of the need for students to place a phone in a Quietcase which will not fit in a blazer pocket, students will be allowed to carry bags with them throughout the school day.

### Key Stage 5

The nature of KS5 learning requires longer periods of self-study. KS5 students will only be able to access their phones in the designated Study Zones to support them with independent learning.

# ABOUT YOUR QUIETCASE POUCH

## DO YOU HAVE TO PAY FOR THE POUCH?

For current students we are supplying the phone pouches, however we expect them to be returned at the end of your child's time at Knole Academy. If the pouch is not returned at the end of a student's time at the school the school we reserve the right to cover the cost.

## DO WE HAVE TO PAY FOR IT IF WE BREAK IT?

Yes. There will be a charge to replace the pouch if you lose or damage it; at present, this is £15.

## IF YOUR PHONE BREAKS WHILST IN THE QUIETCASE, IS IT THE SCHOOL'S FAULT?

No. The pouch is padded and will protect your phone during the normal school day. Learners remain responsible for the care of their personal possessions. If they are using the pouch correctly, anything inside them is well protected.

## HOW DO THEY LOCK?

There is a small locking mechanism at the top of the pouch. Learners will 'push' this to the locked position as they enter the site each morning. The pouch can only be opened using a QuietCase unlocking station that will be on the entrance and exit to the school.

## WHAT IF YOU ACCIDENTALLY PUT YOUR PHONE IN THE POUCH AT HOME, E.G. HOLIDAYS AND WEEKENDS, AND IT LOCKS?

You will need to unlock it when next in school.

## CAN YOU PERSONALISE YOUR POUCH?

No. The pouches remain the property of the school and will need to be handed in when you leave school or at the end of Year 11.

## WHAT WOULD HAPPEN IF I DID NOT BRING MY PHONE IN ONE DAY, AND THEREFORE MY QUIETCASE POUCH WAS EMPTY?

Learners are welcome to leave their devices at home if they prefer. We will undertake 'spot checks' to ensure learners are doing this. If a learner has a device in school, not in a pouch, there will be a consequence in line with our behaviour policy.

## WILL THE POUCHES FIT ALL PHONE SIZES?

Yes. It will also fit additional electronic items such as smart watches and AirPods.

## HOW BULKY ARE THE POUCHES?

They are made of a lightweight, slightly padded material and are large enough to fit all phones and AirPods. They will fit easily in your bag.

## DOES THE POUCH HAVE A TRACKER?

No.

## WHAT HAPPENS IF I SPILL SOMETHING ON THE POUCH?

Accidents do happen. The pouch will dry out and is water repellent (but not waterproof).



## WHAT IF MY CHILD NEEDS THEIR PHONE FOR MEDICAL REASONS?

Learners who will need their phone to check apps for diabetes (for example) will be issued a modified medical pouch - when their phone is not being used, it must be in the pouch. When they need the phone, they can access the pouch without the need for an unlocking station. These pouches do not have shielding and therefore the phone is able to communicate with a medical device even when inside.

# UNLOCKING STATION

## WHAT IF THERE ARE TOO MANY PEOPLE TRYING TO GET THEIR PHONES UNLOCKED AT THE SAME TIME? HOW WILL WE MANAGE THE QUEUEING SYSTEM?

There will be more than enough unlocking stations located at the front of the school. This will avoid 'bottlenecks'.

## HOW MANY STATIONS WILL THERE BE?

We have nine locking stations. It takes a second to unlock the pouch.

## WHAT HAPPENS IF YOU FORGET TO UNLOCK YOUR POUCH? (AND THERE IS AN ACCIDENT/ EMERGENCY ON THE WAY HOME?)

Staff will be on hand to remind you to unlock your phone as you leave school each day. If you do forget, the phone will remain locked until the following morning unless you come back to school to use the unlocking stations at the front of the school.

## WILL PUPILS BE ABLE TO UNLOCK PHONES DURING THE DAY AT THE STATION IF THERE IS AN EMERGENCY?

No. If learners need to contact home, this should be done through the AHOYs office as usual.

## WHAT HAPPENS IF YOU CAN NOT UNLOCK IT?

The technology is very simple; pouches unlock and lock reliably.

## WILL PEOPLE WHO NEED TO GET A BUS HAVE PRIORITY IN THE QUEUE?

There will be more than enough unlocking stations to ensure all learners leave on time. We will ensure learners have sufficient time to leave the site in the first weeks of this scheme.

## WHAT IF YOU NEED TO LEAVE SCHOOL DURING THE DAY (DENTIST, FOR EXAMPLE) AND NEED TO OPEN THE POUCH?

Reception has an unlocking station, so as learners sign out, they can unlock their pouch.

## WHAT HAPPENS WHEN MY CHILD IS ON A SPORTS FIXTURE OR TRIP?

The staff member in charge will decide whether learners can have their phones on the trip/at the venue and will advise accordingly. Where necessary, they will have a mobile unlocking station.

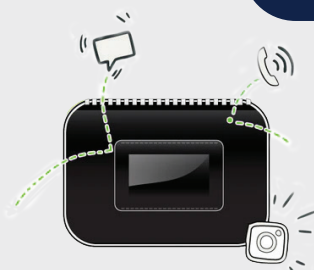
## HOW QUIETCASE WORKS



1

### PHONE GOES IN, ZIP AND LOCK

The unique zip design features a lock button. Simply press to lock, now the phone is secured in the QuietCase.



2

### NO DISTRACTIONS DURING SCHOOL

When the phone is in the QuietCase, it won't have any signal. No notifications. No screen access. No distractions.



3

### UNLOCK AT THE END OF THE DAY

A QuietBase unlocking station is required to unlock the QuietCase. Just tap the button and open the zip to release.

# BEGINNING OF THE DAY

## WHAT IF PUPILS ARE LATE TO SCHOOL? HOW DOES THAT WORK?

They will need to report to the AHOYs reception as usual, sign in and show the member of staff that their phone is placed securely in their pouch before going to lessons.

## WHAT IS EXPECTED AS YOU ARRIVE ON SITE?

Arrival onto site will be much the same as it is now. However, the day may start with a morning line up, signs at the front of the school will indicate this, in those line ups, form tutors will supervise the placement of phones in pouches and then proceed to form rooms. On all other day's form tutors will supervise the placement of phones inside of pouches on entry to the form room.

## HOW WILL SEARCHES/CHECKS WORK?

If staff have reason to suspect you are accessing your phone during the school day, we will ask to conduct a brief search of your possessions to ensure that this is not the case and that your phone is in its QuietCase pouch. In addition, we will conduct random spot checks during tutor time, at social times and sometimes in lessons. We will do our very best to ensure that these are as brief and unobtrusive as possible. We will ensure we follow the DfE guidance that states "Schools should feel confident to use their power to confiscate mobile phones or similar devices as a disciplinary penalty where their policy is clearly breached".

## WHAT IF A PUPIL PUTS A DECOY PHONE IN THE POUCH AND KEEPS THEIR REAL PHONE?

If a learner is found using a decoy phone, it will be treated in the same way as a learner who has not placed their phone in the QuietCase pouch. This is considered a deliberate decision not to follow school rules. The phone will be confiscated, parents or carers will be contacted and asked to meet with senior staff, and the learner will receive a suspension. The phone will only be handed back to a parent or carer. The Education and Inspection Act 2006 section 91 gives schools the right to confiscate and hold for a period of time. If this happens repeatedly, the learner will be required to hand their phone to the main office each morning. The QuietCase pouch is designed to allow learners to keep their smart device in their possession, and we hope that all learners will work with us to follow this approach.

## IF YOU SAY THAT YOU DO NOT HAVE YOUR PHONE, WOULD YOU BE SEARCHED?

No, however, we will randomly carry out spot checks on learners during form times and social times.



# CONSEQUENCES SUMMARY

OCCURRENCE	CONSEQUENCES
<b>Found with a mobile phone not in a QuietCase</b>	<ul style="list-style-type: none"><li>• Phone confiscated and handed back at the end of the day</li><li>• Tier 1 daily detention</li></ul>
<b>Found for a second time with a mobile phone not in a QuietCase</b>	<ul style="list-style-type: none"><li>• Phone confiscated and handed back at the end of the day</li><li>• Tier 2 daily detention</li></ul>
<b>Found for a third time with a mobile phone not in a QuietCase</b>	<ul style="list-style-type: none"><li>• Phone confiscated and handed back to parents/carers at the end of the day</li><li>• 25 minute afterschool detention</li></ul>
<b>Found for a fourth or more time with a mobile phone not in a QuietCase</b>	<ul style="list-style-type: none"><li>• Phone confiscated and handed back to parents/carers the following school day</li><li>• 50 minute afterschool detention</li></ul>

## DELIBERATE DAMAGE OR MISUSE

### WHAT IF I CUT THE BOTTOM OF THE POUCH TO GET THE PHONE OUT?

You will need to pay for a replacement QuietCase pouch, or hand in your phone at learner reception each day and collect it at the end of the day until the QuietCase pouch is replaced. The QuietCase pouch remains the school's property and should not be damaged. Deliberate damage will be treated as vandalism.

### CAN I BRING IN A MAGNET TO UNLOCK IT?

No. There is a specific type of magnet required to unlock the pouch. Learners who deliberately damage or break a pouch will have a consequence, as the pouch is school property, and it will be considered vandalism.

# CONSEQUENCES

## **WHAT IS THE SANCTION IF YOU DO NOT USE THE POUCH? WHAT HAPPENS IF YOU REFUSE?**

Learners who refuse to use a QuietCase pouch will be asked to hand over their phone until the end of the next school day. If a learner refuses to use a pouch and refuses to hand in their mobile phone, this will be considered a serious breach of the school's Behaviour Policy.

## **WILL PUPILS BE SEARCHED FOR PHONES?**

There will be regular 'spot checks' by staff to ensure learners are using their pouches correctly. This will involve searching and opening of pouches to check what is in them.

## **WHAT HAPPENS IF I BRING A PHONE TO SCHOOL BUT FORGET THE POUCH?**

You will need to hand your phone into your tutor who will place it in a named envelope and take it to student enquires. It will be locked in a safe until its collected after 15:30. Once the school day has started, if the device has not been handed in, then a consequence will be given.

## **WHY IS THE CONSEQUENCE FOR NOT USING THE POUCH SO SEVERE?**

We believe in the value of having a phone-free school and the positive impact it will have on all learners in school. As such, we want to ensure there is clarity and consistency for all learners. If there were no significant consequences for deliberately breaking this school rule, then some learners would be more inclined not to follow our expectations.

## **WHAT HAPPENS IF YOUR PHONE AUDIBLY GOES OFF DURING THE SCHOOL DAY WHEN IT'S LOCKED IN THE POUCH?**

Phones should be in pouches and switched off. The QuietCase is designed with a signal-blocking cover, so no phone should be receiving calls or messages.



# GENERAL QUESTIONS

## **SHOULD TEACHERS HAVE TO USE A POUCH AS WELL? SHOULD THEY NOT BE ROLE MODELS?**

We will be issuing guidance to staff on how they should/should not use their mobile device during the school day. We agree that staff should lead by example, but they will not be expected to use a QuietCase pouch. This is because certain staff have school-issued mobile devices that enable them to take phone calls away from their desks in an emergency.

## **WHAT WILL HAPPEN TO ACTIVITIES IN CLASS WHERE WE MAY NEED A PHONE?**

Staff will not be using devices in their normal KS3/4 teaching, however if on rare occasions a phone may be required the teacher will be supplied a magnet to unlock pouches for the duration of the lesson.

## **WHAT IS THE POINT OF THIS SCHEME?**

Our current policy is that learners should have their phones switched off and away. This is hard to enforce consistently. We believe in the value of a 'phone-free school'. These devices are designed to be addictive and have a negative impact on mental health, your ability to connect with others and your concentration span. In summary, you do not need a phone to manage your life when in school and having one impacts learning.

## **WHAT HAPPENS AT THE END OF YEAR 11?**

We will collect the pouches back in. If any pouches are lost or damaged so they cannot be used again (if first issue), then a replacement cost will be charged, currently £15.

## **I WANT TO KNOW WHERE MY CHILD IS AT ALL TIMES. HOW CAN I DO THIS IF THE PHONE IS SWITCHED OFF IN A POUCH?**

When learners are in school, we can locate them very quickly.

## **DO PUPILS HAVE THE SAME POUCH THE WHOLE TIME THEY ARE AT KNOLE ACADEMY?**

Yes.

## **WHAT HAPPENS AT THE END OF THE SCHOOL YEAR?**

The summer holidays are only 6 weeks long. The pouch remains with you until the start of the next academic year. If you do not bring them back at the start of each term, you will be charged £15.

## **WHY ARE YEAR 12 AND 13 STUDENTS ALLOWED TO USE THEIR PHONES?**

The nature of KS5 learning requires longer periods of self-study. KS5 students will only be able to access their phones in the Study Zone to support them with independent learning.

## **CAN I STILL WEAR MY SMART WATCH IF I TURN MY PHONE OFF IN THE POUCH SO THEY CAN'T CONNECT?**

You can still wear a smart watch for health reasons, but it will be unable to connect to your phone once it is in the pouch.

## EMERGENCIES



### **WHAT IF A PARENT NEEDS TO CONTACT A PUPIL URGENTLY, OR WHAT IF A PUPIL IS A YOUNG CARER?**

They should contact the reception. Our current policy is that phones should be switched off and in learner bags, so this should not represent a change for learners.

### **WHAT HAPPENS IF THERE IS A FIRE OR A LOCKDOWN SITUATION?**

Our current policy is that phones should be switched off and kept in bags, so this should not represent a change in how we manage such emergency situations. We have lockdown and fire procedures that staff are familiar with. In such instances, please follow the instructions of the staff so that you can keep yourself safe. Mobile phones would be very unhelpful in such situations.

## CONTACT DETAILS

**If you have any other questions about the QuietCase pouch or our phone-free school policy, please contact us:**

 [enquiries@knoleacademy.org](mailto:enquiries@knoleacademy.org)





**KNOLE  
ACADEMY**