EATON BANK ACADEMY

Eaton Bank Academy, Jackson Road, Congleton, Cheshire, CW12 1NT.
Telephone: 01260 273000 | Email: postpoint@eatonbank.ht.school | Web: www.eatonbankacademy.org

18th May 2026

Dear Parent/Carer,

Following previous communication and consultation, we are now at the stage where mobile phone pouches will be issued to students, and the new system is ready to be implemented. We are writing to outline what this will look like in practice, the expectations for students, and how we will support a smooth and successful transition for all. We hope that the information below will clarify the process for you and answer any questions you may have.

Practice week and preparation – starting Tuesday 19th May

To ensure that all students feel confident and understand the process, we will carry out a practice week before the full rollout after half term. During this week, each year group will have a dedicated session during core time where they will be issued with their numbered mobile phone pouch and guided through the process step-by-step. Students will practise entering the school, securing their phone correctly, and understanding staff expectations.

The practice schedule is as follows:

- Tuesday 19th May – Year 10
- Wednesday 20th May – Year 9
- Thursday 21st May – Year 8
- Friday 22nd May – Year 7

On their allocated day, students will:

- Be issued with their individual pouch during form time
- Be shown how to use it correctly
- Practise the entry routine with staff support
- Take their pouch home ready for use after half term

Students will not be required to use the pouch during the school day until Monday 1st June. The purpose of this week is to ensure a smooth and confident transition for all students. To see the full layout of the new entrance, please refer to the images at the end of this letter.

What will happen each day from 1st June?

Every morning, students will:

- Enter the school through a single, supervised entrance
- Place their mobile phone into their lockable pouch
- Show staff that the pouch is securely locked
- Have their uniform checked and corrected
- Searches will be conducted where a phone or pouch is reported to be broken or missing
- If a student does not have a pouch, their phone will be handed in and securely stored for the day.

At the end of the day (3:10pm), students will:

- Go to one of several unlocking stations around the school
- Unlock their pouch safely
- Leave the school site as normal

If a student forgets to unlock their pouch, staff will be available to help.

How will students enter and leave school?

To support this system, we have created a new, purpose-built student entrance. This entrance is located at the front of the school, next to main reception. Students will enter the canteen. Students will enter through this entrance each morning between 8:15am and 8:40am. The process will be supervised to ensure it runs calmly and efficiently. If students arrive late, the same expectations will apply.

What are the expectations of the phone pouch process and what consequences might students face for non-compliance?

As with any school system, consistency is essential. Clear expectations are in place:

- Phones must be secured in pouches during the school day
- Students must follow staff instructions during entry procedures
- Pouches must be brought to school every day
- Pouches must be well looked-after at all times

If expectations are not met, the following will apply:

- Phones will be confiscated and kept securely for the day
- Students may be placed in RESET or further sanctions depending on the situation
- Repeated issues may result in escalated sanctions in line with the behaviour policy

If a pouch is lost or damaged, parents/carers will be asked to purchase a replacement via ParentPay. The student's phone will be secured away every day until a new pouch is purchased.

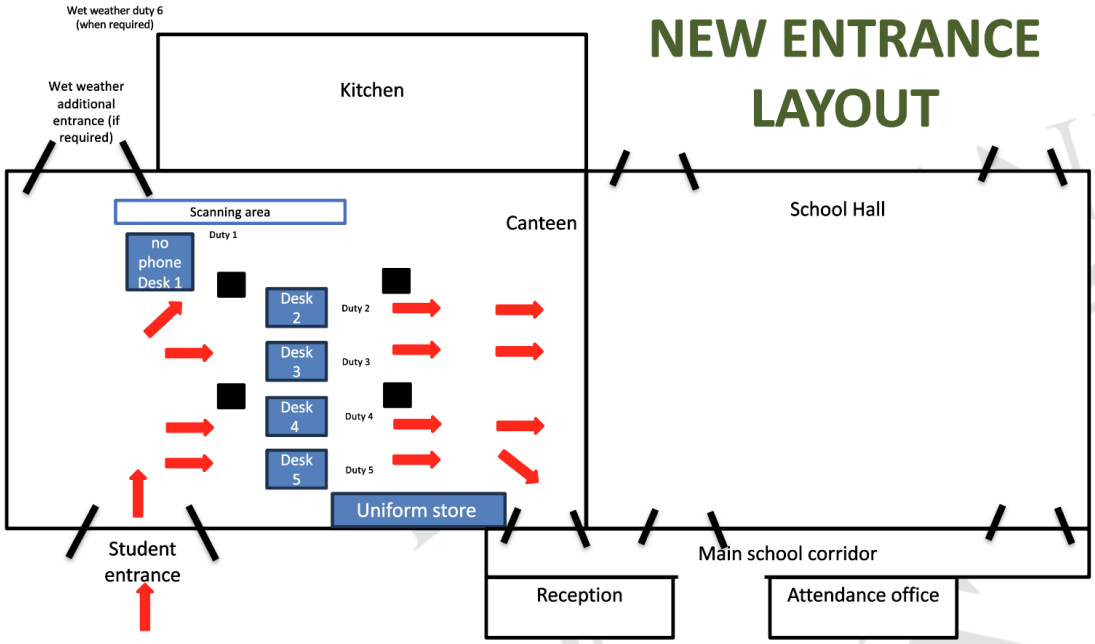
To see a full summary of actions related to all instances of loss, breakage or non-compliance, please see the behaviour flow-diagram below.

We recognise that this is a significant change and appreciate your support. Our aim is to create a calm, purposeful learning environment where all students can succeed. Clear routines and high expectations are a key part of achieving this. If you have any questions, please contact your child's Head of Year or Pastoral Manager.

Yours sincerely,

Miss Podmore and Mrs Andrews
Assistant Headteachers
Eaton Bank Academy

NEW ENTRANCE LAYOUT



WHAT TO EXPECT IF YOU DO NOT FOLLOW THE RULES

Proud to be part of the HALLIARD TRUST

Student forgets phone pouch	Phone handed in during student entrance process and kept in the attendance office for the day.	Student collects phone from attendance office at end of school day.
Student states they have not brought in their phone	Bag searched during student entrance process.	No phone found, continue day as normal. Phone found on person, RESET for the day.
Student refuses to put phone in pouch	Student refuses, RESET for the day with phone handed in. Refuses to hand in phone in RESET-escalation of behaviour in line with behaviour policy.	Phone handed in, student remains in RESET for the day. Phone call made home when student in RESET by PM. Student refuses to hand phone in whilst in RESET, escalation of sanction in liaison with AHT.
Student phone pouch damaged	Phone will be collected in daily until new pouch is purchased.	Parents informed to purchase new pouch or new pouch issued if considered faulty. If pouch has been vandalised, additional sanctions will be applied.
Student found in possession of an un-pouched phone	First offence Second offence Third offence	RESET full day. AP Suspension

WHAT HAPPENS IF I GET SEARCHED?

Proud to be part of the HALLIARD TRUST

Student forgets phone pouch.

Joins far left-hand queue at table 1 to be searched.

Student empties bag on the table and bag contents checked by member of staff.

Student steps through to scanning area. Student shown how the scanning wand works and the student scans own person under the supervision of member of staff. If the wand beeps/vibrates, ask the student to remove the item that has triggered the beep/vibration.

Clear scan = student continues their day as normal.

Phone or banned item found = RESET for the day.

Our search process is outlined in the behaviour policy and follows legal guidelines.

Using the scanning wand.

Preparation: Ensure the subject is in an open area and instruct them to remove large metal items from their pockets (keys, phones, coins).
To start: Turn the wand on and check for function, test on own person.
Scanning Distance: Hold the wand 1 to 2 inches (2.5 to 5 cm) from the person's body. **Do not make physical contact** with the subject.
Systematic Scan (Back & Front):
Back: Start at the shoulders, moving down the back, then down one leg to the foot, and back up the other leg to the shoulder.
Front: Scan the front, focusing on the waist/belt line, pockets, and underarm areas.
Wand Positioning: Ensure the wand remains parallel to the body to maximize accuracy.
Handling Alerts: If an alarm triggers, ask the person to remove the item from their pocket and re-scan. Use a slow and steady motion, as faster movements can cause missed items. [1, 2, 3, 4, 5]

Key Tips and Safety Notes
Never scan between the legs of a subject or in front of their face.
Ensure all areas are checked, including ankles, belt lines, and pockets.