

LastAct Studios: Mobile Phone Policy

1. Introduction

This policy sets out the rules and expectations regarding the use of mobile phones by students at LastAct Studios. It applies to all students attending any class, session, workshop, or event at LastAct Studios premises. The policy has been introduced in response to ongoing concerns regarding the use of mobile phones and social media during studio time, and the impact this has had on student wellbeing and engagement.

2. Purpose and Values

LastAct Studios is committed to providing a safe, kind, and focused environment for every student. Mobile phones and social media, when used during studio time by students, have been shown to undermine both of these aims: contributing to unkind behaviour between students and diverting attention away from the work students are here to do.

We believe in every student's right to grow, to make mistakes, and to put things right. This policy is not punitive, it is protective. It is designed to give every student the space to learn, create, and thrive, free from the pressures and distractions that unsupervised phone use can bring.

3. Student Phone Rules by Year Group

Year 8 and Below

Students in Year 8 or below should not bring a mobile phone to LastAct Studios. Where a student does bring a phone, for example for personal safety during travel, the device must be handed in at reception at the start of their session and may be collected at the end. Phones will be stored securely during this time.

A medical exception may be granted where a student requires access to their phone for the monitoring or management of a diagnosed medical condition, such as diabetes. These exceptions must be agreed with LastAct senior staff in advance and will be considered on a case-by-case basis. General health or wellbeing reasons will not qualify as grounds for an exception. Parents or guardians wishing to apply for a medical exception should contact us before the student's next session.

Year 9 and Above

Students in Year 9 or above may bring a mobile phone to the studios. However, the phone must be kept away, in a bag, out of sight and out of hand, for the entirety of their time at the

studios. This includes during classes, breaks, and time spent in reception or communal areas.

This is a trust that LastAct Studios is choosing to extend to older students. We expect it to be honoured.

4. Reception Handover Procedure

Where a student in Year 8 or below arrives with a phone, the following procedure applies:

- The student hands their phone to the member of staff at reception at the start of their session.
- The phone is logged and stored at reception.
- The phone is returned to the student at the end of their session upon collection.

Reception staff are authorised to request that any student hand in their device in accordance with this policy.

5. Tuck Shop Purchases

Students wishing to make purchases from the LastAct tuck shop must do so using cash or card. Payment via mobile phone will not be accepted by students. This ensures that tuck shop access does not create a reason for phones to be in use on the premises. Mobile phone payments can still be received by adults visiting the studios.

6. Consequences of Non-Compliance

Where a student in Year 9 or above is found to be using their phone inappropriately, including but not limited to accessing social media during studio time, the following steps will apply:

- **First instance:** The student will be reminded of the policy and asked to put their phone away.
- **Repeated or serious instances:** The matter will be escalated to senior staff and parents or guardians will be informed.
- **Sustained non-compliance:** LastAct Studios reserves the right to extend the handover procedure to all students, regardless of year group, if the policy is repeatedly not upheld by older students.

LastAct Studios hopes that this escalation process will never be needed. We are asking for students' cooperation and trust, and we are committed to recognising and rewarding it.

7. Parental Support

We ask that all parents and guardians discuss this policy with their child before their next session. Your support in reinforcing these expectations at home is invaluable. If you have

any questions or concerns regarding this policy, please contact us directly at admin@lastact.org.uk or speak to a member of staff at reception.

8. Policy Review

This policy will be reviewed annually, or sooner if circumstances require, to ensure it remains effective, fair, and reflective of LastAct Studios' values.

Created and Reviewed: MAY 2026

Next Review: MAY 2027

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