



## Mobile Phone Policy

Parent copy/class teacher copy/school office copy



**Aim:** To have a clear policy to protect pupils and staff and encourages responsible use of mobile phones (this policy includes all portable multimedia devices).

**Ethos:** Belgrave Primary School discourages pupils from bringing mobile phones to school. We always communicate with parents if required and a pupil is also allowed to use the school's phone if there is a necessary need. This policy outlines the strategies and procedures if it is considered necessary to have a mobile phone in school. This only applies to Year 5 and 6 pupils.

- If a pupil needs to bring a mobile telephone to school the parent will need to complete an acknowledgement of the school's policy. The acknowledgment slip is attached to this policy below.
- The phone must be clearly labelled with the child's name, switched off and given to the class teacher on arrival at school. The device will then be stored in a locked container in the classroom.
- The phone must be collected at the end of the school day from the teacher. It is the child's responsibility to do this.
- The phone must be concealed whilst entering and leaving the school premises. Parents are to reinforce why it is important to be discreet.
- Pupils cannot use their phones in school or on the playground at the beginning or end of the day *unless it is to contact their parents under staff supervision*.
- If a pupil is found taking or sharing photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by an appropriate person.
- Mobile phones are not to be taken on residential visits or school trips.
- Parents are advised that the school accepts no liability for the loss or damage to mobile phones which are brought into the school.
- If the policy is not followed the phone will be confiscated and the parent will have to collect the phone from the Headteacher.

This policy is reviewed with the Local Governing Board on a regular basis. The policy may be amended in line with school development and any changes to legislation / guidance (most recently DfE guidance 19<sup>th</sup> January 2026)

**This form is to be completed by a Parent if it is necessary for a Year 5 or 6 pupil to have a mobile phone in school.**

Date contract signed \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (office)

I have read Belgrave Primary School's Mobile Phone Policy and I have explained the statements in the policy to my child.

Pupil's name ..... Class .....

Parent's name..... Parent's signature.....