



# **Mobile Phone Policy**

## **October 2021**

## **Layton Primary School Mobile Phone Policy**

We ask that parents and carers discourage pupils from bringing mobile phones to school.

However, we recognise that in Years Five and Six mobile phones may be required for a child's personal safety before and after school and on journeys to and from school.

Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/carers they will be allowed to use a school phone. If parents need to contact children urgently, they should phone the school office and a message will be relayed.

Under no circumstances will pupils be allowed to take mobile phones on school excursions.

### **PROCEDURES**

Year Five and Six pupils will require a completed permission form (Appendix 1) and hand this to their class teacher.

Any Year Four pupils who have to bring a mobile phone because of circumstances, **which has been approved by school**, will require a completed permission form (Appendix 1) and hand this to their class teacher.

With consideration to this, where parents and carers have given permission for their child to bring a mobile phone to school **they do so entirely at their own risk**.

**The school accepts no responsibility for any loss or damage whilst the device is on school premises.**

### **Pupils**

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports).

The phone (switched off) should be given to their class teacher upon arrival at school and it will be returned at the end of the school day (3:20pm). Under no circumstances should there be access to phones during the school day or be left in pupils' bags or coats.

### **Staff and Governors**

Staff should have phones off or on silent when in the vicinity of pupils. Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party. If photographs of pupils are required these may only be taken on a school device.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable. In cases of emergency, staff should seek permission from a member of the Senior Leadership Team.

The above applies to all aspects of the school, including out of hours provision (e.g. Breakfast and After School Club and clubs run by staff and outside providers).

### **Consequences**

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school.

The mobile phone will be confiscated by a member of staff and taken to a secure place. The pupil will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. The Parent/carer of the pupil will be informed of the incident.

### **Volunteers and Visitors**

Volunteers and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies to avoid any disruptions.

## APPENDIX A

### Mobile Phone Agreement:

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Reason for phone being in school: \_\_\_\_\_

\_\_\_\_\_

I give permission for my son/daughter to bring their mobile phone into school.

I understand that if he/she does not hand it in, the school will confiscate the phone and return it at the end of the school day.

I understand that my child is bringing their mobile phone into school, entirely at their own risk.

I understand that the school accepts no responsibility for any loss or damage whilst the device is on school premises.

Name: \_\_\_\_\_ (parent/carer)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_